

POLICY AND PROCEDURE MANUAL

APRIL 1, 2015

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Section:	Section 1: Policy Manual Administration	Drafted:	Mar. 23, 2015
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Issue to:	All Manual Holders	Amended:	:

Section 1 – Policy Manual Administration

1.01 Introduction

Chief And Council recognizes the importance of defining and regularly reviewing the Okanagan Indian Band (OKIB) Personnel Policies and Procedures Manual.

Chief and Council believe that OKIB Personnel Policy should reflect:

- Good faith and transparency in the defining and administration of terms and conditions of employment;
- Fair management practices and accountability;
- The practices and policies of similar external organizations;
- The culture of the OKIB;
- The provisions of the *Canada Labour Code*, *Provincial Code* and the *Canadian Human Rights Act*; their regulations and other regulatory bodies; and
- Consistent, fair and effective decision-making.

In the event of a conflict between the OKIB Personnel Policy and the *Canada Labour Code*, the Code takes precedence.

The Executive Director is responsible for administration and approval of OKIB Personnel Policy and Human Resources provides an orientation to ensure that all employees have access to it. Employees are encouraged to submit any suggestions for improvements to the OKIB Personnel Policy to the Human Resources & Organizational Development Department.

The documents contained in this manual should increase understanding, and eliminate the need for personal decisions on matters related to the OKIB policy. The intention of the manual is to be a useful tool for both Division Directors and employees and to assure consistency throughout our organization in matters related to employment practices at the OKIB.

This manual is distributed to each Division Director and Supervisor within the OKIB. These manual holders have the responsibility for communicating these policies and procedures to their staff and for implementing and administering these policies in a consistent and impartial manner. Employees are expected to be familiar with and abide by this Personnel Policy and Procedure Manual.

In the case of policy application related to the Executive Director, it is understood that Chief and Council are responsible for supervisory functions and oversight of the OKIB Personnel Policy and Procedures as they relate to the Executive Director.

OKIB Policies and Procedures are subject to revision or modification in light of changing conditions, practices, or experience. In that event, new Statements of Policy and Procedure shall be issued to manual holders and the revised or new policy shall be communicated to all employees. Employees are bound by the revised or new policies immediately upon being approved and distributed.

Any violations of the OKIB Personnel Policies and Procedures as set out in the manual are taken seriously and will result in disciplinary action.

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1. DEFINITIONS

- 1.01 **Executive Director** means the employee appointed to manage, supervise, and be responsible for the overall administration and operations of the OKIB;
- 1.02 **BC Provincial Labour Code** means the Employment Standards Act of BC.
- 1.03 **Canada Labour Code** means 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 an employer and its employees;
- 1.04 **Chief and Council** means the elected Chief and Council of the Band;
- 1.05 **Compensation** means all financial rewards including salaries, wages and time off in-lieu, that an employee receives as a result of her/his employment;
- 1.06 **Designate** means a person that is chosen or appointed to assume the responsibility or authority of another person;
- 1.07 **Division Director** means a person employed by the OKIB to be responsible of the day-to-day operations and management of a specific program and/or division;
- 1.08 **Employee** means a person who holds a position as a contract of employment;
- 1.09 **Exempt** means where an employee is not eligible to receive a provision or benefit defined within OKIB Personnel Policy, as determined by the OKIB, and where applicable, consistent with the provisions of the Canada Labour Code, Part III;
- 1.10 **Fiscal Year** means the period from April 01 to March 31;
- 1.11 **Harassment** improper conduct by an individual, that is directed at and offensive to another individual in the workplace, including at any event or any location related to work, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat. It also includes harassment within the meaning of the Canadian Human Rights Act (i.e. based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction). Some examples include but are not limited to sexual harassment, bullying, intentionally withholding information and threats.
- 1.12 **Immediate supervisor** means the person the employee takes primary direction from and reports to;
- 1.13 **OKIB** means the Okanagan Indian Band;
- 1.14 **Resignation of employment** means a voluntary termination of employment by an employee;

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- 1.15 **Spouse** means either of two persons who have entered in good faith into a marriage;
- 1.16 **Supervisor** means any person that has direct responsibility for supervising one or more employees of the OKIB;
- 1.17 **Termination of employment** means where the employment of an employee of the OKIB voluntarily ends or is involuntarily terminated by the employer;
- 1.18 **Transparency** means clear, open, and fair;
- 1.19 **Years of Service** means the years of continuous employment that an employee has accumulated.

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	PPP No.	HR 1.02.BC
Section:	Policy Manual Administration	Drafted:	Mar. 23, 2015
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1.02 Distribution List

ALL STAFF

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	PPP No.	HR 1.03.BC
Section:	Policy Manual Administration	Drafted:	Mar. 23, 2015
Subject:	POLICY and PROCEDURE DOCUMENT FORMAT	Approved:	
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1.03 Policy and Procedures Document Format

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure individuals responsible for developing policy use identical format so the document may be identifiable as a document, which governs the administrative practices of the organization.

2 POLICY

- 2.01 All Statements of Policy and Procedure shall use the same format.

3 SCOPE

- 3.01 The Statement of Policy and Procedure applies to every person assigned to the task of developing policy and procedure documents.

4 RESPONSIBILITY

- 4.01 The Human Resources Department is responsible for ensuring this policy is communicated to and understood by any person developing a draft Statement of Policy and Procedure.

5 DEFINITIONS

None

6 REFERENCE and RELATED STATEMENTS of POLICY and PROCEDURE

None

7 PROCEDURE

- 7.01 All approved Statements of Policy and Procedure shall be published on 8½ x 11", blue, 20 pound paper and be punched for a standard 3-ring loose-leaf binder.

- 7.02 The format for each page of the document is:

- Font Face and Size: Arial, 10 point
- Margins: Top – 1.5 cm; Bottom – 1.5 cm
Left and Right – 2.5 cm
- Text justification: Left

- 7.03 Each page shall contain a header similar to that shown on this page. The header specifications (referencing WordPerfect 9.0 for Windows) are:

- Table Size: 4 columns, 5 rows
- Table Position: Full
- Cell Vertical Alignment: All cells are vertically aligned
- Cells B3 and D1: Bold in appearance

- 7.04 Each Policy shall be assigned a unique identification number. That unique number shall be shown on each page of the document.

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7.05 Each page of a Policy document shall contain the page number of the document using the page format of x of x.

7.06 (a) Each document shall contain the following headings:

- 1 PURPOSE**
- 2 POLICY**
- 3 SCOPE**
- 4 RESPONSIBILITY**
- 5 DEFINITIONS**
- 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**
- 7 PROCEDURE**
- 8 ATTACHMENTS**
- 9 REPEALS**

(b) All headings shall be in Upper case, Bold similar to those shown above.

7.07 All paragraphs under each heading shall be sequentially numbered in a manner similar to that shown in this document.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 2.01.BC
Section:	Section 2: Employment Policies	Drafted:	Mar. 23, 2015
Subject:	EMPLOYMENT PRINCIPLES	Approved:	
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Section 2 - Employment Policies

2.01 Employment Principles

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to express those principles, which must be observed by employees in all aspects of the employment relationship.

2 POLICY

- 2.01 OKIB believes in treating people fairly, with respect and dignity; and to offer equal employment opportunities based upon an individual's qualifications and performance. Employment opportunities shall be free from discrimination or harassment because of race, colour, ancestry, place of origin, political belief, religion, sex, sexual orientation, age, marital status, family status, physical or mental disability, or a criminal or summary conviction offence unrelated to a person's employment or intended employment.
- 2.02 These principles apply to all aspects, terms and conditions of employment at OKIB, including but not limited to recruitment, hiring, training, transfer, promotion, discipline, performance evaluation, demotion, dismissal, and layoff.
- 2.03 These principles include avoiding the perception of conflict which arises when an employee is in a direct report relationship with a family member or related person as defined in *SPP G.1.00.BC Conflict of Interest Policy* 5.10 Family Members and Related Persons.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees of the OKIB.

4 RESPONSIBILITY

- 4.01 Each individual is responsible for ensuring the principles outlined in paragraph 1.01 are adhered to throughout all business activities.

5 DEFINITIONS

- 5.01 **Age** means an age that is **seventeen** years or more.
- 5.02 **Disability** means;
- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness;
 - A condition of intellectual disability or impairment;
 - A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
 - A mental disorder; or
 - An injury or disability for which benefits were claimed or received under the *Workers Compensation Act (WCA)*.
- 5.03 **Family status** means the status of being in a parent and child relationship.

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5.04 **Marital status** means the status of being married, single, widowed, divorced, separated or in a common law relationship.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- British Columbia Human Rights Code
- Canadian Human Rights Act
- Workers Compensation Act
- SPP HR 2.04.BC – Terms and Conditions of Employment
- SPP HR 5.03.BC – Respectful Work Environment
- SPP HR 5.04.BC – Workplace Accommodation on the Basis of Disability

7 PROCEDURE

7.01 All forms and procedures used for employment purposes and Human Resources administration within OKIB shall be consistent with the provisions of this Statement of Policy and Procedure.

8 ATTACHMENTS

None

9 REPEALS

None

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Section:	Employment	Drafted:	Mar. 23, 2015
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2.02 Behavioural Competencies

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to express those behavioural competencies, which must be observed by employees in all aspects of the employment relationship.

2 POLICY

2.01 OKIB is committed to the providing the highest quality programs and services possible to the membership and community. We are committed to high standards in the behavioural expectations of our employees to increase professionalism and minimize behavioural biases in the decision-making process.

2.02 We have adopted the following behavioural competencies for all staff: integrity, service orientation, teamwork and collaboration, results orientation, conflict management, information seeking and problem solving/judgment.

2.03 We have adopted the following behavioural competencies for supervisors: integrity, concern for image impact, analytical thinking, change management and innovation.

2.04 We have adopted the following behavioural competencies for Managers and Directors: integrity, promoting empowerment, motivating for peak performance, managing organizational resources, conceptual thinking, fostering trust, expertise, flexibility, building strategic alliances, negotiating/conflict management, communicating effectively, and handling crises.

2.05 These competencies apply to all aspects, terms and conditions of employment at OKIB, including but not limited to recruitment, hiring, training, transfer, promotion, discipline, performance evaluation, demotion, dismissal, and layoff.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees of the OKIB as correspondingly outlined above on paragraph 2.02, 2.03 and 2.04.

4 RESPONSIBILITY

4.01 Each individual is responsible for ensuring the principles outlined in paragraph 1.01-2.05 are adhered to throughout all business activities including performance evaluations.

5 DEFINITIONS

COMPETENCY – ALL STAFF

5.01 **Competency** means the quality of being competent; adequacy; possession of required skill, knowledge, qualification or capacity.

5.02 **Service Orientation** means an implied desire to identify and serve customers/clients, who may include Band members, the public, co-workers, other departments/divisions, other FN

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organization/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

- 5.03 **Teamwork and Collaboration** means the ability to work with others to achieve a goal despite personal conflicts and diverse views or working with diverse teams. This includes arriving at meetings prepared, providing constructive feedback and goal oriented solutions.
- 5.04 **Results Orientation** means a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.
- 5.05 **Conflict Management** means the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization in a rational and balanced manner, refocusing attention on organizational goals.
- 5.06 **Information Seeking** means to be driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- 5.07 **Problem Solving / Judgement** means is the ability to identify and analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- 5.08 **Integrity** means to ensure that actions that are consistent with what one says is important. People with integrity "walk the talk" by communicating intentions, ideas and feelings openly and directly, and

COMPETENCY – SUPERVISORS

- 5.09 **Concern for Image Impact** means an awareness of how one's self, one's role and the organization are seen by others. The highest level of this competency involves an awareness of, preference for, and respect for the organization by the community. Concern for Image Impact is particularly appropriate for senior management positions.
- 5.10 **Analytical Thinking** means the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Supervisors and division directors should use credible sources to ensure the validity or accuracy of all information.

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5.11 **Change Management** means the ability to support a change initiative that has been mandated within the organization. It involves helping the organization's members understand what the change means to them, and providing the ongoing guidance and support that will maintain enthusiasm and commitment throughout the change process. People with this competency are willing to embrace and champion change. They take advantage of every opportunity to explain their vision of the future to others and gain their buy-in.

5.12 **Innovation** means demonstrating an effort to improve performance by doing or promoting new things, such as introducing a previously unknown, untried solution or procedure to a specific area or to the organization.

COMPETENCY – DIVISION DIRECTORS

Leading People

5.13 **Promoting Empowerment** involves knowledge and skills in using processes such as delegation and information sharing to increase employee responsibility, ownership and empowerment over their task and performance.

5.14 **Motivating for Peak Performance** involves knowledge and skills in using motivational techniques such as job design, role clarification, reward systems and performance appraisal to motivate optimum employee performance.

Achieving Business Results

5.15 **Managing Organizational Resources** is the ability to understand and effectively manage organizational resources (e.g., people, materials, assets, budgets). This is demonstrated through measurement, planning and control of resources to maximize results. It requires an evaluation of qualitative (e.g., client satisfaction) and quantitative (e.g., service costs) needs.

5.16 **Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.

Personal Effectiveness

5.17 **Fostering Trust** involves knowledge and skills to build and sustain trust in an organization and between the leader and his/her colleagues, through integrity, concern for others and consistent behaviour, following through on commitments and open communications.

5.18 **Expertise** includes the motivation to expand and use technical knowledge and to distribute work-related knowledge to others.

5.19 **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and

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appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

Interpersonal Relations

5.20 **Building Strategic Alliances** involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics.

5.21 **Negotiating / Conflict Management** involve knowledge and skills to recognize when conflict is occurring, to engage in two-party/multi-party negotiations, and to facilitate third-party intervention or mediations into conflict situations.

5.22 **Communicating Effectively** involves good presentation skills (verbal and written), careful listening, problem framing and use of presentation technologies.

5.23 **Handling Crises** involves effectively managing risks and personnel with timely communication and a pro-active public relations strategy.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- British Columbia *Human Rights Code*
- Policy HR 5.03.BC – Respectful Work Environment
- Policy HR 5.04.BC – Workplace Accommodation on the Basis of Disability

7 PROCEDURE

7.01 All employees shall be evaluated against the OKIB Behavioural Competencies annually as part of the performance evaluation process.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
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Section:	Employment	Drafted:	Mar. 23, 2015
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2.03 Recruitment and Selection

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure a consistent approach to the recruitment and selection of staff, with due diligence, and to ensure compliance with all legislative requirements.

2 POLICY

- 2.01 The OKIB is an equal opportunity employer that shall promote and practice fairness in the Recruitment and Selection of employees based on a competency model.
- 2.02 OKIB is committed to provide equal employment opportunities to all qualified individuals; OKIB has established an affirmative action program to promote opportunities for OKIB Members through the organization. The OKIB shall ensure that the best candidate for the job is hired. Where candidates for the job are equally Qualified, preference shall be given to OKIB members first, Okanagan Nation members second, those with Aboriginal ancestry third.
- 2.03 OKIB shall not accept Nepotism in the recruitment and selection of employees.
- 2.04 For employees, the process for Recruitment and Selection shall involve forming an interview committee.
- 2.05 For division directors, the process for recruitment and selection shall include a shortlist committee in addition to an interview committee. The shortlist committee shall be comprised of the corresponding division's committee of Council.
- 2.06 Deliberations and recommendations of the Interview Committee are confidential.
- 2.07 The division director is solely responsible for making the hiring decision. The division director shall only offer the position to the recommended candidates of the interview committee.
- 2.08 Notwithstanding this policy, where he or she considers it to be consistent with fairness, good management and in the best interests of OKIB, the Executive Director may appoint a person to an employment position in an interim capacity for period of up to **twelve** months.
- 2.09 Complaints by applicants and third parties regarding the hiring process shall be made in writing to the Executive Director detailing:
- a) Nature of the complaint or objection to a hiring decision
 - b) Resolution being sought

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all division directors who have responsibility for recruiting and selecting personnel to fill a new or existing job vacancy.

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4 RESPONSIBILITY

- 4.01 The division director is responsible for ensuring the proposed position fits within the department budget and work plan when signing the Job Posting Requisition Form. Division directors are responsible for filling on-call positions.
- 4.02 Human Resources director in partnership with division directors are responsible for:
- (a) Determining whether an existing position should be filled under its current or a revised job description;
 - (b) Determining if the position is necessary;
 - (c) Initiating the recruitment process within an approved budget and work plan, as necessary;
 - (d) Ensuring the Director of Finance has verified the availability of funding when signing the Job Posting Requisition Form;
 - (e) Developing and/or understanding the job selection criteria for the job vacancy;
 - (f) Screening candidates in accordance with the job selection criteria;
 - (g) Evaluating the interview questions and tasks to determine a scale for rating;
 - (h) Selecting final candidate(s) to fill a job vacancy;
 - (i) Conducting candidate reference checks, as necessary;
 - (j) Providing each successful applicant with a written offer of employment;
 - (k) Ensuring the offer of employment is accepted before the candidate starts work; and
 - (l) Ensuring the successful applicant receives a proper and thorough orientation to the new position and, where necessary, to OKIB.
- 4.03 The Director of Finance is responsible to verify the funding is available in the budget and the OKIB has sufficient revenue to support the cost when signing the Job Posting Requisition Form.
- 4.04 The Executive Director has the authority to post required positions and fill the position of division directors. The Executive Director is responsible for informing Chief and Council of the complaints related to this policy and his/her response.

5 DEFINITIONS

- 5.01 **Job Posting Requisition Form** means the document establishing a need to fill a vacant position verifying the funding is available.
- 5.02 **Job Revision** means an increase of responsibility that warrants an increase in pay for an employee's current position.
- 5.03 **Nepotism** means patronage bestowed or favoritism shown to a candidate based on having close relationship as defined in *SPP G.1.00.BC Conflict of Interest Policy* 5.10 Family Members and Related Persons.
- 5.04 **Qualified** means the candidate has the required education, experience, Knowledge, Skills and Attributes and suitability for the position.

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Human Rights Act*
- *SPP G.1.00.BC – Conflict of Interest Policy*
- SPP HR 2.01.BC – Employment Principles
- SPP HR 2.04.BC – Terms and Conditions of Employment
- SPP HR 2.05.BC – Probationary Period
- SPP HR 2.06.BC – Employment Classification
- SPP HR 2.08.BC – Employee Orientation
- SPP HR 2.09.BC – Privacy and Confidentiality
- SPP HR 2.19.BC – Traffic Violations and Vehicle or Vessel Accidents or Damage
- SPP HR 5.04.BC – Workplace Accommodation on the Basis of Disability

7 PROCEDURE

- 7.01 Before posting a position, the division director shall draft a hiring plan and job description and present this documentation to the Human Resources for review. The Director of Finance shall sign the Job Posting Requisition Form confirming the budget allows for the position. Once Human Resources and Finance have signed off, the Executive Director gives final approval to post the position.
- 7.02 Human Resources shall forward the approved Job Posting Requisition Form in a prescribed form to Chief and Council.
- 7.03 The division directors shall assist the Human Resources Department with the screening of candidates to be interviewed. When hiring division directors, pre-screened applicants will be shortlisted by the corresponding division's Committee of Council.
- 7.04 An Interview Committee's role on the hiring of the Executive Director. The Interview shall be responsible for reviewing and understanding the relevant position description, position qualifications, interviewing and making decision.
- (a) The Interview Committee responsible for participating and providing direction to the Human Resources Director regarding the selection of the Executive Director shall consist of:
- Up to **five** members of Chief and Council
 - Human Resources Director
 - Up to **two** consultants and/or advisors as may be invited by the Chief and Council

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- 7.05 An Interview Committee's role on the hiring of division directors. The Interview shall be responsible for reviewing and understanding the relevant position description, position qualifications, interviewing and making recommendations on the hiring decision.
- (a) The Interview Committee responsible for participating and provide recommendations regarding the hiring of division directors shall consist of:
- The Executive Director
 - The Human Resources Director
 - **One** other division director
 - **One** other consultant and/or advisor as may be invited by the Executive Director.
- 7.06 An Interview Committee's role on the hiring of **all other employees**. The Interview shall be responsible for reviewing and understanding the relevant position description, position qualifications, interviewing and making recommendations on the hiring decision.
- (a) The Interview Committee responsible for participating and provide recommendations to the Human Resources Director of all other employees shall consist of:
- A Human Resources Department representative
 - The relevant Division Director/Program Coordinator
 - Other supervisory employees or consultants as may be approved by the Executive Director
- 7.07 All members of Interview Committees must sign a conflict of interest declaration form. A member of an Interview Committee must declare a conflict of interest and withdraw from the Committee immediately, where the list of applicants includes an immediate or extended family member, or any other person with whom the member has a close personal relationship that may be perceived as a Conflict Of Interest. The Executive Director shall appoint a replacement from among the division directors/supervisors.
- 7.08 Any attempt by anyone in a Conflict of Interest to interfere with the selection process will not be tolerated.
- 7.09 The Interview Committee unless otherwise authorized by the Executive Director shall interview a minimum of **three** applicants for each vacant or new position except when hiring temporary or on-call employees. All personnel hired by the OKIB shall be interviewed prior to employment. Interviews are held in a private location, with enough time allotted. The same criteria are applied to all candidates to avoid discrimination. Interview questions are situational as well as behavioral based according to the job description.
- 7.10 The recruitment and shortlisting of employees to on-call positions shall be the responsibility of the relevant division director. Recruitment shall be derived from internal or external qualified individuals including individuals in the OKIB workforce database.
- 7.11 Previous directly related experience, skill, and ability are the primary considerations for selecting candidates. Where deemed necessary, testing shall be implemented to ascertain candidates'

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skills and competencies required to perform specific job tasks.

- (a) Testing can be done throughout the organization.
- (b) Tests are conducted in neutral, comfortable environment for all applicants.
- (c) It must be the same test, in the same environment for all the applicants that are being considered for the job posting.
- (d) All tests require the approval of the Human Resources Director.

- 7.12 Prior to Job Revisions or appointments to an employee's positions, the division director must ensure the following criteria are met;
- (a) Human Resources Director and Executive Director support the revision or appointment;
 - (b) Employee must have been in their current position for no less than **twelve** months; unless authorized by the Executive Director; and
 - (c) They must not have any written warnings in their file for at least **two** years prior.

- 7.13 Prior to Job Revisions or appointments to a director level position, the Executive Director must ensure the following criteria are met;
- (a) Human Resources Director and Chief and Council support the revision or appointment;
 - (b) Employee must have been in their current position for no less than **twelve** months; unless authorized by the Executive Director; and
 - (c) They must not have any written warnings in their file for at least **two** years prior.

- 7.14 New and vacant positions shall be posted within the Administration Offices, in the Sen'klip newsletter, displayed on general Band Administration bulletin boards, the OKIB website, and be forwarded to the local Aboriginal employment agencies. If the posting is for the director level positions, it shall be posted at the National level. The posting shall be for no less than **ten** working days.

7.15 Offer of Employment

- (a) Once the period for accepting applications is over, the Interview Committee shall have **thirty** days within which to conduct interviews and make a recommendation. Once the selection is made, Human Resources will prepare the letter of offer and employment contract.
- (b) The Executive Director or a designated nominee shall approve all offers of employment prior to being extended to division directors.
- (c) The Human Resources Director in collaboration with the division director shall verify all new employee salaries, and shall both sign the employment agreement. In the case of Division directors, the Executive Director shall sign the Employment Agreement.
- (d) All new employee salaries shall be within the salary grid approved by the Chief and Council.
- (d) A written offer of employment shall include the following components:
 - Title of the position being offered
 - Starting salary and terms of pay
 - Department and location in which position is located

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- Title of the position to which the individual reports to
- Duration of the Probationary Period
- Effective date of hiring and hours of work
- Summary of benefit plans including date(s) of eligibility for each plan
- Special arrangements such as relocation according to policy
- Oath of Confidentiality Agreement
- Declaration of Interest
- Employee Code of Conduct
- Conditions of employment that must be observed
- Eligibility for employment in Canada
- A statement that the offer of employment is conditional on the candidate's ability to satisfy OKIB's criminal records check and medical requirements (if applicable)
- A termination clause

These documents together with the Hiring Report are provided to the Finance Division prior to the successful candidate commencing employment,

- 7.16 Any candidate who misrepresents or falsifies information during the recruitment or selection process, if employed, will be terminated.
- 7.17 The Human Resources department shall forward a Hiring Report in a prescribed form to Chief and Council once an offer of employment is accepted.
- 7.18 The Human Resources department shall circulate a memorandum declaring the successful applicant as an employee of the OKIB to all employees.
- 7.19 The OKIB shall retain copies of interview questions and tests and copies of the resumes of all interviewed candidates for a period of **one** year following the interviews.

- 8 ATTACHMENTS**
Conflict Of Interest Declaration Form
Hiring Report
Job Application
Job Posting Requisition Form

- 9 REPEALS**
None

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2.04 Terms and Conditions of Employment

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to protect our business and to ensure consistency throughout OKIB; employees must agree to certain conditions of employment before employment commences.
- 1.02 OKIB is required by legislation to only employ individuals who are legally authorized to work in Canada. Under the *Canada Immigration Act* and the *Employment Insurance Act*, OKIB is required to report those individuals who are not legally entitled to work in Canada to Human Resources Development Canada.

2 POLICY

- 2.01 In compliance with federal legislation, new employees must present documentation establishing their identity and their eligibility to legally work in Canada. A valid Social Insurance Number, landed immigrant papers, employment visa, or temporary work permit is deemed sufficient for this purpose.
- 2.02 Where a bona fide job requirement exists, pre-employment Medical examinations shall required after a contingent offer of employment has been made to an applicant. A health professional of OKIB's choice performs the medical examination at OKIB's expense. Only medical information that has a rational connection to the performance of the job applied for shall be sought by the OKIB.
- 2.03 All newly hired employees are required to serve a Probationary Period during the first **six** months after their date of hire. Significant Absences, as determined by the OKIB, during the Probationary Period will automatically extend the period by the length of the absence. The employee is classified as Probationary during this period and is ineligible for employee benefits during this time unless otherwise stated in the employment contract.
- 2.04 Employees are required to sign a non-disclosure agreement titled the Oath of Confidentiality Agreement. Employees who improperly use or disclose inventions, trade secrets, and/or other confidential business information will be subject to disciplinary action up to and including termination for Just Cause, and possibly legal action, even if they do not actually benefit from the disclosed information. The obligations under the Oath of Confidentiality Agreement survive termination of employment and form part of the contract of employment between the employee and OKIB.
- 2.05 Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. A recent driver's abstract shall be provided to Human Resources at least every **twelve** months or as determined by the division director.

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2.06 The conditions in this Terms and Conditions policy shall be outlined to each prospective employee during either the selection process and/or when an employment contract is extended and forms part of the employment contract.

2.07 For management positions, the Executive Director may approve a relocation allowance no greater than 10 percent of the position's annual salary. A relocation allowance contract shall be signed by the new employee; this contract includes a prorated repayment clause which shall apply if the employee voluntarily leaves their position within **two** years.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all new hires and employees with revised employment contracts.

4 RESPONSIBILITY

4.01 The Human Resources Director is responsible for ensuring that the appropriate terms and conditions are appended to any offer of employment.

5 DEFINITIONS

5.01 **Just Cause** means the employer has the ability to take disciplinary action or measures, based on clear, compelling and justifiable reasons.

5.02 **Significant Absences** means an employee has missed **ten** or more days collectively for unforeseen medical reasons or due to absences negotiated during the hiring process or any absence deemed significant by the OKIB.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Immigration Act* and Regulations
- *Employment Insurance Act* and Regulations
- Canada Human Rights Act
- SPP HR 2.01.BC – Employment Principles
- SPP HR 2.03.BC – Recruitment and Selection
- SPP HR 2.05.BC – Probationary Period
- SPP HR 2.06.BC – Employment Classifications
- SPP HR 2.09.BC – Privacy and Confidentiality
- SPP HR 5.05.BC – Conduct and Behavior

7 PROCEDURE

7.01 A copy of the appropriate terms and conditions shall be provided by the Human Resources Director to each individual at the time of extending an offer of employment according to the Standard Employment Contract.

7.02 Employees shall be made aware of the employment classifications and categories of their position during the initial orientation to the new position including: payroll category, employment category, and occupational category

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7.03 Back Ground Checks

- (a) Pre-employment medical examinations, if deemed necessary, may be arranged only after an offer of employment has been extended. This may require the candidate to provide a medical release;
- (b) OKIB shall require a criminal record check. A second (2nd) level criminal record check is required for employees working with children or vulnerable clients;
- (c) It may be necessary for the candidate to provide verification of a current driver's license and drivers abstract.
- (d) If the position requires the candidate to assume any financial responsibilities on behalf of the OKIB, then they must be bondable and provide proof if requested.
- (e) Any change of status in relation to a candidate's criminal record, drivers abstract, eligibility for bonding or other certification must be reported to the Human Resources Director immediately. Failure to do so will result in a withdrawal of an offer of employment.
- (f) Independent verification of educational qualifications may be obtained where the OKIB deems it necessary; and
- (g) OKIB may request 3-5 references depending on the position being applied for.

7.04 Employees shall be required to sign the Record of OKIB property form along with the Protection of Privacy and Collection of Information Waiver.

8 ATTACHMENTS

- Standard Employment Contract**
- Oath of Confidentiality Agreement**
- Relocation Allowance Contract**
- Job Application**
- Record of OKIB Property**

9 REPEALS

None

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2.05 Probationary Period

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to establish a period during which new employees can learn their job responsibilities while providing OKIB with the opportunity to evaluate their suitability for the role.

2 POLICY

- 2.01 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.
- 2.02 All employees shall serve a **six** month Probationary Period in their new position.
- 2.03 Employees may have their Probationary Period extended by the Executive Director for up to **three** additional months, where the employee's performance is not at a satisfactory or acceptable level; this is called Remedial Probation.
- 2.04 Where a newly hired employee does not meet the performance requirements of the position during the Probationary Period, the employee's employment may be terminated after the consultation with the Human Resources Director and the approval of the Executive Director.
- 2.05 An employee whose employment is terminated during the first **three** months of probation shall not receive any notice, pay in lieu of notice or severance pay. An employee whose employment is terminated after the first **three** months of probation but prior to the expiry of the probation period shall receive **two** weeks' notice or pay in lieu and severance combined and shall not be entitled to any further notice, pay in lieu of notice or severance pay.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Division directors are responsible for:
- Ensuring each new employee receives proper orientation to OKIB's working environment and philosophies;
 - Ensuring new employees receive adequate coaching and training to enable them to succeed in our environment;
 - Monitoring the progress of new employees during the Probationary Period;
 - Recommending whether or not the employee's employment continues after the end of the Probationary Period.

5 DEFINITIONS

- 5.01 **Remedial Probation** means an extension to the standard Probationary Period.

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 2.03.BC – Recruitment and Selection
- SPP HR 2.04. BC – Terms and Conditions of Employment

7 PROCEDURE

- 7.01 The Probationary Period shall be noted in all employment contracts.
- 7.02 Prior to the completion of the probationary period, the employee's supervisor shall evaluate whether the employee is suitable for continued employment in the position.
- 7.03 Employees shall be advised when they successfully complete the Probationary Period and will become a continuous employee of the OKIB in accordance to the terms of his or her employment contract.
- 7.04 Employees under Remedial Probation shall be given a list of performance and conduct expectations to be met during the term of Remedial Probation.

8 ATTACHMENTS

None

9 REPEALS

None

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2.06 Employment Classifications

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to establish and maintain consistent Employment Classifications for the purpose of payroll and human resources administration related to employee pay and benefits entitlements.

2 POLICY

- 2.01 The following categories are used for Human Resources administration:

- Payroll Category
- Employment Category
- Occupational Category

- 2.02 Employees are advised of their appropriate categories at the time of hire and at any time their status changes thereafter. All positions are required to be classified, as a Term and Condition of employment administered in accordance with the OKIB Personnel Policy and Procedures.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 The Human Resources Director is responsible for managing the Employment Classifications process.
- 4.02 Division directors are responsible for accurately indicating the desired Employment Classifications on each Personnel Change Form.

5 DEFINITIONS

5.01 Payroll Category

- (a) Salaried: An employee who receives a weekly, bi-weekly, or monthly rate of pay regardless of hours worked.
- (b) Hourly: An employee who is paid an hourly wage for hours worked. Part-time, Temporary, On-call, and Seasonal employees are normally included in this category.

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5.02 Employment Category

(a) Full-time Continuing

Employees in full-time continuing positions shall be normally scheduled to work 7.5 hours a day and 37.5 hours a week, including the **one** hour unpaid lunch/meal break. They are eligible for OKIB's benefit package, subject to the terms and conditions and limitations of each benefit program.

(b) Part Time Continuing

Employees in part-time continuing positions are those who are regularly scheduled to work less than 37.5 hours per week. Regular part-time employees working 25 hours a week or more are eligible for benefits sponsored by OKIB, subject to the terms, conditions, and limitations of each benefit program.

(c) Full-time Term

Employees in full-time term positions shall be normally scheduled to work 7.5 hours a day and 37.5 hours a week pre-determined employment period. They are eligible for OKIB's benefit package subject to the terms and conditions of their employment contract.

(d) Part-time Term

Employees in part time term positions shall be normally scheduled to work less than 37.5 hours a week pre-determined employment period. They are eligible for OKIB's benefit package subject to the terms and conditions of their employment contract

(e) On-call

On-call employees are those who have established an employment relationship with OKIB but who are assigned to work on an intermittent and/or unpredictable basis. While they received all legally mandated benefits (such as workers compensation insurance and employment insurance), they are ineligible for all of OKIB's other benefit programs. Individual assignments may not last longer than a maximum of **six (6)** months. Otherwise the position must be posted.

(f) Contract

Contract workers are individuals who are self-employed with a specific contract with OKIB. The Contractor provides the tools and equipment required for the work and is responsible for the costs of repairs, insurance, and maintenance to the tools and equipment. The Contractor has made a significant investment in the tools and has complete right over the use of these tools. The Contractor supplies his/her own workspace, is responsible for the costs to maintain it, and performs substantial work from that site. The Contractor shall submit an invoice for their hours bi-weekly or monthly. However, Contract Personnel are expected to observe the relevant policies and practices of OKIB when working on company premises.

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(g) Honorariums Honorarium is typically a small payment made on a special or non-routine basis to an individual who may not an employee of OKIB, to recognize or to acknowledge the contribution of a gratuitous service to the OKIB. The honorarium is not based on an agreed amount between the individual providing services, but as a token of appreciation, and a nominal value assigned to it.

(h) Probationary An employee who has not completed the Probationary Period.

(i) Continuous School An employee who has an ongoing contract of employment with the OKIB without a fixed date of termination, but only works during the school year.

5.03 Occupational Category

(a) Strategic Management Report to Chief and Council or the Executive Director; provides leadership in strategic planning, advises on policy, implements work plans and oversees and is responsible for the effective and efficient operation of the OKIB divisions. Ability to hire and performance manage staff. Employees in this category tend to have a broad scope of authority.

(b) Business Management Managers, supervisors and advisors delegated the authority to manage the day to day operations of a program, service area or project. May or may not supervise staff and includes staff with specialized technical expertise or a specific professional designation.

(c) Applied Operations Employees, whether hourly or salaried, who are considered front line or applied operations. May or may not be public-facing, can be the first point of contact for job functions of a cyclical or patterned nature. Typically, employees in this occupational category tend to have a narrow scope of authority.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 2.05.BC – Probationary Period
- SPP HR 2.07.BC – Hours of Work

7 PROCEDURE

7.01 All documents, including hiring documents and amended contracts that change or modify an employee’s Employment Classification shall indicate the revised and approved Employment Classification.

7.02 The designation of personnel to Occupational Categories of Executive or Managerial/Advisor requires the approval of the Executive Director. Jobs assigned to other Occupational Categories requires the approval of the Human Resources Director.

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7.03 The correct Employment Classifications shall be shown on all Job Descriptions and documents related thereto.

8 ATTACHMENTS
Personnel Change Form

9 REPEALS
None

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2.07 Hours of Work

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to establish standard weekly hours of work and to ensure consistent administration of working hours.

2 POLICY

- 2.01 Employees shall work a workday and a Workweek as determined by the OKIB, which takes into consideration operational requirements, applicable legislation, fairness, and internal equity. All employees are expected to use the OKIB sign in and out sheet or as directed by the division director. All hours are to be approved by the division director.
- 2.02 All employees are required to sign in and out on the department time monitoring sheet or a system as determined by the division director throughout the day on a daily basis. All employees shall provide their activities while absent during Hours of Work; their expected time of return and contact information to their immediate supervisor and the division receptionist.
- 2.03 Normal Hours of Work
- (a) The normal hours of work for full-time employees shall be Monday through Friday, from 8:00 a.m. to 4:30 p.m., and **seven and a half** hours per day and **thirty-seven and a half** hours per week;
 - (b) Employees who work at least **five** hours per day are eligible for a one-hour un-paid 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;
 - (c) Other work schedules shall require the pre-authorization of the division director;
 - (d) Employees' Hours of Work shall not exceed **forty** hours in a week, unless an averaging agreement is in place, or in the case of an emergency as determined by the employee's division director;
 - (e) Employees under specific agreements or contracts may be required to work a different work schedule as determined by the OKIB;
 - (f) Full-time employees shall be entitled up to **two, fifteen** minute paid breaks per day; employees who work up to **four** hours per day shall be entitled to **one, fifteen** minute paid break with the scheduling as determined by their immediate supervisor;
 - (g) Employees cannot accumulate paid break time;
 - (h) All division directors shall review and sign off on the timesheets submissions weekly. Any incomplete timesheets, unauthorized absences, or lateness shall not be paid.
- An employee has the right to refuse to work more than **eight** hours per day **forty** hours a week with the exception of employees that provide emergency response or essential services.
- 2.04 Daycare and school employees scheduled to work a full regular shift shall observe a **half-hour** meal break.

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2.05 Hours Free From Work

- (a) An employee shall have a period of at least **eight** hours free from performing work within a **twenty four** period.
- (b) In every workweek, an employee shall have a period equal to at least **thirty-two** consecutive hours free from the performing work unless alternate schedules are approved through averaging agreements.

2.06 An employee shall have a period of at least **eight** hours free from the performance of work between shifts.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all non-managerial employees.

4 RESPONSIBILITY

4.01 Division directors are responsible for ensuring essential services (e.g. telephone answering, customer service and building services) are maintained in their departments throughout regular working hours. Division directors have the discretion to vary or stagger the time when eating and/or employees take rest periods.

4.02 Employees are responsible for being punctual in their work. Tardiness is not acceptable and repeated tardiness will be subject to disciplinary action up to and including termination for Just Cause, without notice or pay in lieu thereof.

4.03 The Human Resources department is responsible for securing necessary employee and government approvals, if required, for variations in working hours beyond those outlined herein and prepare draft averaging agreements.

5 DEFINITIONS

5.01 **Workweek** means a recurring period of **seven** consecutive days selected by **OKIB** for the purpose of scheduling work.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- SPP HR 2.06.BC – Employment Classifications
- SPP HR 3.04.BC – Overtime
- SPP HR 3.06.BC – Call back to Work

7 PROCEDURE

7.01 Variations in the shift starting and quitting times of some positions may be approved by the Division director if the purpose is to provide more effective access to the incumbents of those positions by customers, suppliers, and/or other employees. Overtime hours require pre-approval and the completion of an Overtime approval form.

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- 7.02 Eating or Shift Rest Periods not taken:
- Are not recorded for additional remuneration;
 - Are not accumulated for extra time off;
 - Cannot be used for the purpose of leaving work early.
- 7.03 For purposes of Payroll administration, the week begins on **[Sunday at 12:01 a.m.]** and ends at midnight the following **Saturday**.
- 7.04 Each week, employees shall complete a Timesheet recording:
- (a) Regular hours of work;
 - (b) Overtime hours of work;
 - (c) Time off in lieu of Overtime;
 - (d) Hours and type of leave taken; and
 - (e) Such further information as may be required on Form T-1
- 7.05 Division directors shall ensure the delivery of completed Timesheets to the Finance Division no later than noon each Friday or as otherwise requested.
- 7.06 An employee may be required to work more than maximum number of hours specified in paragraph 2.03 or to work during a period that is required to be free from performing work as specified in paragraphs 2.04 and 2.05. Only under the following circumstances:
- (a) To deal with an emergency;
 - (b) If something unforeseen occurs, to ensure the continued delivery of essential public services;
 - (c) To ensure that continuous processes or seasonal operations are not interrupted;
 - (d) To carry out urgent repair work to OKIB buildings and/or equipment.

8 ATTACHMENTS
Averaging Agreement
Time Monitoring Sheet
Overtime Approval Form

9 REPEALS
None

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2.08 Employee Orientation

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure that newly hired employees receive an effective and uniform introduction to OKIB and its strategic objectives including providing young or new workers adequate health and safety orientation and training to minimize accident and injury on the job.

2 POLICY

- 2.01 All new workers and young workers employed by OKIB shall have health and safety training and orientation specific to their workplace, prior to beginning work.
- 2.02 Newly hired employees shall receive appropriate orientation to all other matters regarding their employment with OKIB within their first month of employment.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all Division directors and supervisors who are assigned supervisory responsibilities and all newly hired employees, young, and new workers.

4 RESPONSIBILITY

- 4.01 Division directors are responsible for developing and providing an effective orientation program to a newly hired employee, young worker, or new worker, and for ensuring that any training deemed necessary is scheduled and/or provided, including health and safety orientation and training. Additionally, division directors are responsible for maintaining records of orientation and training provided.

5 DEFINITIONS

- 5.01 **Newly hired employee** includes all employees commencing work with OKIB who have either never been employed by OKIB, or have not been employed by OKIB for at least **one** year.
- 5.02 **New worker** means any worker who is:
- New to the workplace;
 - Returning to a workplace where the hazards in that workplace have changed during the worker's absence;
 - Affected by the change in the hazards of a workplace; or
 - Relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace.
- 5.03 **Young worker** means any worker who is under the age of 25.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Occupational Health and Safety Regulation, Labour Code Part II*
- *WorkSafe BC*

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7 PROCEDURE

7.01 The Orientation shall be the shared responsibility of the employee's immediate supervisor and the Human Resources Director.

7.02 Orientation shall take place within **two** weeks of the start of employment.

7.03 The **Human Resources department** shall ensure that all payroll, benefits, and employee documents are completed and forwarded to the payroll department, and the employee's personnel file as appropriate, providing the employee with a copy of the OKIB Personnel Policy and Benefit Booklet and review them with the employee. Human Resources shall provide the employee with a copy of the job description and any other applicable policies and procedures and shall review these documents with the employee.

(a) New employee documentation is required for the following:

- Tax deduction forms including Social Insurance Number (SIN)
- Proof of eligibility to work in Canada
- Employee benefit enrolment or exemption forms, where appropriate
- Other documents deemed necessary from time to time

(b) As a minimum, each newly hired employee shall receive information, instruction, and/or training about:

- Organizational Chart
- Reporting relationships
- Orientation booklet
- Copy of Personnel Policies and Procedures to review
- Job duties and performance standards
- Familiarizing the employee with office procedures, equipment, supplies, files and facilities relevant to his/her position
- Pay and pay administration practices
- Employee benefits
- A site map of location and a tour of business premises, if necessary
- Tour of the reserves on which he/she will be working and the neighbouring municipality, if necessary
- Introduction to division director and co-workers
- Assignment of a "buddy" for the first week, if necessary
- Other information deemed appropriate by the division director.

7.04 As a minimum, each young worker and new worker shall receive orientation and training about:

- (a) The name and contact information for the young or new worker's supervisor;
- (b) The OKIB's and young or new worker's rights and responsibilities under the *Workers Compensation Act* and the *Occupational Health and Safety Regulations* including the reporting of unsafe conditions and the right to refuse to perform unsafe work;
- (c) Workplace health and safety rules;
- (d) Hazards to which the young or new worker may be exposed, including risks from robbery,

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- assault, or confrontation;
- (e) Violence in the workplace;
- (f) Personal protective equipment;
- (g) Location of first aid facilities and means of summoning first aid and reporting illnesses and injuries;
- (h) Emergency procedures;
- (i) Instruction and demonstration of the young or new worker's work task or work process;
- (j) WHMIS information requirements set out in Part 5 of the Regulation, as applicable to the young or new worker's workplace; and
- (k) Contact information for the Occupational Health and Safety Committee or the worker health and safety representative, as applicable to the workplace.

7.05 The Orientation Process Form shall be the process and signed by all participants of the new employee's orientation. A consistent orientation shall ensure a fun and inviting environment is created and a training outline is given to all new employees in the first **ten** working days of their employ.

7.06 The employee shall be required to sign an employment agreement prior to the commencement of employment.

- 8 ATTACHMENTS**
Employee Orientation Process Form
Orientation Booklet
Orientation Process Form
Record of OKIB Property

- 9 REPEALS**
None

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2.09 Privacy and Confidentiality

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to protect employees' private and confidential information and to ensure OKIB's compliance with privacy and collection of information legislation.

2 POLICY

- 2.01 Appropriate personnel records shall be maintained for every employee. All information retained in the personnel record shall be the overall responsibility of the Human Resources department.
- 2.02 One file shall be kept for each employee of the OKIB. Division directors may keep an employee file at their worksite to comply with departmental regulatory requirements.
- 2.03 The Employee Personnel File may contain specific employee information including, but not limited to
- Letter of Application and Employment Resume
 - Offer of Employment and the original Employment Agreement
 - The original job description and any amendments to it
 - Signed copy of the Oath of Confidentiality and Code of Conduct
 - Declaration of Interest
 - The employee's original TD1
 - Timesheets and payroll records
 - Copies of all T4's issued
 - Documentation of Education and Training
 - Employee Evaluation and Development Plans
 - Letters of Discipline
 - Letters of Employee Resignation
 - Letters of Lay-off
 - Letters of Appreciation and Promotion
 - New Hire – Payroll Documents, Criminal Record Checks, Drivers Abstract, and References
 - Group Insurance Benefits and Pension Enrolments
 - Letters of Wage/Salary Increases/Adjustments
 - OKIB approval of Requests for Leave
 - Medical Certification Letters/Documents
 - Workers Compensation Documents and Health and Safety Training
 - Record of OKIB Property
 - Record of Employment (ROE)
 - Such further records as may be related to the performance and payment of the employee
- 2.04 No documentation shall be placed in an employee's file without the employee's knowledge.
- 2.05 Personnel records shall be kept confidential and secure at all times.
- 2.06 Only the following people shall have access to the personnel and payroll files of an employee without written consent of the employee, except where required by law for Human Resource

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purposes, such as accessing a benefit for the employee;

- The employee
- The employee's division director
- The Executive Director
- The Human Resources Director
- Other employees designated by the Executive Director as may require access to the files for the efficient and effective completion of a delegated task in partnership with the payroll staff person.

- 2.07 Employees are entitled to review their file at any reasonable time during regular office hours. Employees can arrange to view their file by contacting the Human Resources Director and shall view their file in the presence of a designated employee. The request to review the file must be given in writing, and provided **forty-eight** hours in advance.
- 2.08 An employee is entitled to make copies of documents on his/her personnel and payroll file at their expense under the supervision of the Human Resources Director and/or the division director.
- 2.09 Employee files are kept for a minimum of **seven** years after an employee terminates employment, in accordance with the Canada Customs and Revenue Agency.
- 2.10 An employee with a known medical condition may choose to provide relevant information to the OKIB in case of a medical emergency. This information is kept in a sealed envelope and can be opened only by emergency medical personnel, the designated Health and Safety employee, Human Resources Director or the Executive Director if the injured employee is unable to speak for himself/herself.
- 2.11 It is the employee's responsibility to ensure that the personal information in their personnel file is up to date.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees who may have access to private and confidential employee information of the OKIB.

4 RESPONSIBILITY

- 4.01 The Human Resources Director is responsible for ensuring the protection of privacy and confidentiality of employee information and that the Protection of Privacy and Disclosure Waiver is signed:
- (a) By employees, at the hiring stage; and
 - (b) By others, before they are given access to any information contained in employment files.

5 DEFINITIONS

- 5.01 **Confidential** means any secret, confidential, or proprietary information of OKIB, or any private, confidential, or protected information entrusted to OKIB by any other person or entity and protected by relevant legislation.

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Personal Information Protection and Electronic Documents Act (PIPEDA)*
- *Privacy Act (Canada)*
- *Access to Information Act (Canada)*
- SPP HR 2.04.BC – Terms and Conditions of Employment

7 PROCEDURE

7.01 All employees, as a condition of employment, shall sign the Protection of Privacy and Collection of Information Waiver during their initial hiring documentation.

8 ATTACHMENTS

Medical Risk Form (sealed)
Protection of Privacy and Collection of Information Waiver

9 REPEALS

None

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2.10 Termination of Employment

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure that employees who terminate employment with the OKIB, both voluntarily and involuntarily, are treated fairly and in a consistent manner.

2 POLICY

- 2.01 Terminations arise from resignation, retirement, involuntary terminations and/or indefinite layoff. All terminations shall be handled in a fair and lawful manner with the approval of the Executive Director.
- 2.02 Employees who resign or retire from their employment may be asked to participate in a voluntary Exit Interview.
- 2.03 An employee may be subject to lay-off where there is a temporary shortage of work or funding. The OKIB shall provide a notice of lay-off or pay in lieu of notice and severance pay combined in cases where:
- (a) Employees have completed **twelve** consecutive months of continuous employment, and the lay-off constitutes a termination of employment; and
 - (b) The lay-off constitutes a termination of employment where the lay-off is greater than **six** months.
- 2.04 OKIB shall comply, at minimum, with the requirements of the Canada Labour Code with respect to all terminations.
- 2.05 Eligible employees shall receive **one** week of severance pay at the employee's regular rate of pay for regular hours of work, for each complete and continuous year of employment and pro-rated for each partial year or as stipulated in the employee's employment contract. Severance pay shall not exceed 10 weeks of pay unless stipulated in the employment contract.
- 2.06 All employees resigning their employment shall be requested to provide written notice of the resignation. The notice shall provide the OKIB with a reasonable time period to recruit a suitable replacement as follows:
- (a) The Executive Director and the division directors shall provide at least **six** weeks' notice of resignation;
 - (b) All other employees shall provide at least **two** weeks' notice of resignation.
- 2.07 A proper notice shall result in an employee resigning in good standing, which will be noted on the employee's personnel file.
- 2.08 Notices of resignation shall be in writing and provided to the employee's division director.
- 2.09 The expiry of a specified term of employment is not a lay-off or termination of employment.

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2.10 Contracts renewed annually create a continuous employment relationship for the application of this policy.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to Continuing Fulltime and Part-time employees in OKIB.

4 RESPONSIBILITY

4.01 It is the responsibility of the Human Resources Director to ensure this policy is administered consistently and fairly.

4.02 The Executive Director shall have the authority to determine and administer terminations of employment or lay-offs. The Executive Director may not delegate this authority.

4.03 Division directors of terminated employees are responsible for completing a Termination Check List and for ensuring, the Check List is filed in the employee's Personnel file.

4.04 Employees who are terminating their employment with OKIB are responsible for returning all OKIB supplied equipment, customer lists or file, and other OKIB property in their possession to their Supervisors on or prior to the last day of work.

5 DEFINITIONS

5.01 **Involuntary termination** means a cessation of employment, which may be initiated by OKIB, at any time, in its sole discretion.

5.02 **Indefinite layoff** means:

- (a) A lay-off that is effected because of a permanent discontinuance of all or part of OKIB's business;
- (b) A layoff that is not a Temporary layoff, or
- (c) A layoff that equals or exceeds **thirteen (13)** weeks in an period of **twenty (20)** consecutive weeks.

5.03 **Layoff** means a week in which an employee earns less than **fifty percent** of the employee's weekly wages, at the regular wage, averaged over the previous **eight** weeks. A Layoff does not include a week in which the employee:

- (a) Was not able to work or not available for work;
- (b) Was subject to disciplinary suspension; or
- (c) Was not provided with work by reason beyond the control of the OKIB.

5.04 **Resignation** means a cessation of employment which is initiated by an employee, without duress, and includes voluntary retirement.

5.05 **Temporary layoff** means:

- (a) In the case of an employee who has a right of recall, a layoff that exceeds the specified period within which the employee is entitled to be recalled to employment, and

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- (b) In any other case, a lay-off of up to **thirteen (13)** weeks in any period of **twenty (20)** consecutive weeks.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- Canada Labour Code
- SPP HR 2.05.BC – Probationary Period
- SPP HR 2.06.BC – Employment Classifications
- SPP HR 5.06.BC – Discipline

7 PROCEDURE

- 7.01 The Termination Check List shall be completed by the division director for all employees who cease employment with the OKIB.
- 7.02 An Involuntary termination shall be fully documented by the releasing division director and discussed with the Human Resources Director. The approval of the Executive Director is required prior to the implementation of Involuntary Termination.
- 7.03 The Notice of Involuntary Termination/Indefinite layoff
- (a) If eligible, an employee who is continuously employed for more than **three** months and who is terminated involuntarily, or placed on Indefinite Layoff, shall receive written notice of termination, or pay in lieu thereof, in accordance with the provisions of the Canada Labour Code or the written offer of employment, whichever is the greater.
- (b) For greater clarity, a person is not eligible for notice of termination if that person:
- Is employed on a temporary basis for a definite term or task;
 - Is placed on Temporary layoff;
 - Is or has been guilty of willful misconduct or disobedience or willful neglect of duty that has not been condoned;
 - Is laid off after refusing an offer of reasonable alternate work;
 - Is on layoff and does not return to work within a reasonable time after being requested to do so;
 - Is employed as a On-call employee;
 - Voluntarily retires from employment; or
 - Has a contract of employment that is or has become impossible of performance or is frustrated by a fortuitous or unforeseeable event or circumstance.
- 7.04 At the time of the exit interview or during the last week of employment, the Human Resources Director or division director shall reclaim any OKIB property in the employee's possession or establish a schedule for the return of OKIB property on or prior to the employee's last day at the workplace.
- 7.05 In the event termination and/or severance arrangements are offered to an employee and the total of those arrangements exceeds the statutory requirements of the Canada Labour Code, those arrangements which are in excess of the statutory requirements shall not be made available

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unless OKIB receives a General Release and Settlement Agreement properly signed by the employee.

- 7.06 The Human Resources Director, or a designate nominee, shall include a Duty of Confidentiality language on the termination letter to employees who cease their employment, within **five** days of their termination, reminding them of their duty of confidentiality.

- 8 ATTACHMENTS**
Exit Interview Form
Termination Check List
General Release and Settlement Agreement

- 9 REPEALS**
None

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Chapter:	Administration & Human Resources	SPP No.	HR 2.11.BC
Section:	Employment	Drafted:	Mar. 23, 2015
Subject:	THIRD PARTY REFERENCE and INFORMATION REQUESTS	Approved:	
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2.11 Third-Party Reference and Information Requests

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to protect an employee’s privacy and to ensure a consistent treatment of reference requests.

2 POLICY

2.01 Only the Executive Director or division directors in consultation with the Human Resources Director are authorized and permitted to respond to third party reference requests. In the event an unauthorized employee receives a reference request, either oral or written, the request shall be forwarded immediately to the division director for action and/or response.

2.02 If the request for information is related to a credit or loan application, the employee must authorize release of this information in writing. Alternatively, the Human Resources Director, or designate alternate, may provide a letter of employment confirmation to the employee, on OKIB letterhead, which can then be used by the employee.

2.03 If the request for information relates to an ex-employee of OKIB with respect to job performance or other employment-related matters, only the Human Resources department may respond to such requests. Responses shall be limited to factual information, authorized in writing by the employee for disclosure that can be documented through review of the ex-employee’s personnel file.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees and former employees.

4 RESPONSIBILITY

4.01 Any employee who receives a third party reference request, either oral or written, is responsible for forwarding the request to the Human Resources Director or the division director .

4.02 The Human Resources Director or division director is responsible for ensuring that all employees understand the OKIB’s approach to third party reference requests, and the response to such requests shall be consistent with the provisions of this Statement of Policy and Procedure.

5 DEFINITIONS

5.01 **Personal information** means any identifiable information about an individual that includes race, ethnic origin, colour, age, marital status, family status, religion, education, medical history, criminal record, employment history, financial status, address, telephone number, and any numerical identification, such as Social Insurance Number or Status Indian Registry Number. Personal information also includes information that may relate to the work performance of the individual, any allegations, investigations or findings of wrongdoing, misconduct or discipline. Personal information does not include job title, business contact information or job description.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

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- *Personal Information Protection and Electronic Documents Act (PIPEDA)*
- *Privacy Act (Canada)*
- *Personal Information Protection Act (British Columbia)*
- SPP HR 5.07.BC – Information Protection

7 PROCEDURE

- 7.01 A copy of any written response to a third party reference request shall be provided to the employee or former employee or placed on the employment file. No commitments regarding the continuity of employment shall be made.
- 7.02 No payroll information or personal information shall be provided without the written authorization of the employee or ex-employee.
- 7.03 In the event an employee or ex-employee does not provide written authorization to release specified information to a third party, only the employee or ex-employee's business title, job duties, and dates of employment shall be disclosed.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 2.12.BC
Section:	Employment Policies	Drafted:	Mar. 23, 2015
Subject:	GIFTS, FAVOURS and HONORARIUMS	Approved:	
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2.12 Gifts, Favours and Honorariums

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to minimize the potential for Conflict of Interest related to the acceptance or giving of gifts, favours, honorariums and/or entertainment.

2 POLICY

2.01 It is a Conflict of Interest for an employee or a member of the employee’s immediate family to accept from any potential client, individual, or organization doing business or competing with OKIB, any payment or compensation whatsoever. Compensation is inclusive of but not limited to any gift, entertainment, hospitality, or other gift of more than a Token Value, that goes beyond that which is customary and an acceptable business practice and which is not cash.

2.02 With regard to the treatment of customers, limited business-related entertainment, favors or gifts may be offered to customers if the following criteria are met:

- The items offered are legal
- The value of the item would not be viewed as improper by others
- Such favours would not be embarrassing to OKIB or the recipient
- The favours or gifts are approved by the Executive Director
- They honour any traditional values and customs of the OKIB and the recipient

2.03 An employee who has any doubt about the propriety of accepting or giving any gift, favour, etc. shall contact Human Resources for direction.

2.04 Staff receiving honorariums while performing duties on behalf of the OKIB as part of their employment are required to submit the total amount of the honorarium to the Finance department.

2.05 Staff performing duties as a consultative resource to another organization or event which pays them an honorarium must obtain prior approval from their division director and shall not be paid by the OKIB regular time or sick time to attend such event.

2.06 Staff shall not use knowledge obtained through their work for personal or group solicitation purposes. Soliciting donations or gifts shall be at the sole discretion of the Executive Director.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 Division directors are responsible for ensuring employees know of and understand this policy.

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5 DEFINITIONS

- 5.01 **Token Value** means a retail value of **\$20.00** or less.
- 5.02 **Customary Business Practice** means for example, a meal paid by a Vendor; a small token value gift such as a pen, calendar, or t-shirt.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- OKIB SPP Conflict of Interest Policy amended 2015

7 PROCEDURE

- 7.01 A copy of this Statement of Policy and Procedure shall be provided by the Human Resources Director annually to all suppliers and vendors who conduct business with OKIB.
- 7.02 An employee shall submit, before the end of the following business day, to his/her the Finance Department the benefit/gift received by the employee or members of the employee's immediate family if more than token value.
- 7.03 Finance department shall notify Human Resources that a gift has been received.

8 ATTACHMENTS

None

9 REPEALS

None

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Section:	Employment Policies	Drafted:	Mar. 23, 2015
Subject:	CONFLICTS OF INTEREST	Approved:	
Issue to:	All Manual Holders	Amended:	

2.13 Conflicts of Interest

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to communicate **OKIB's** position on what matters could constitute a Conflict of Interest to employees and to establish a protocol for disclosing and dealing with such Conflicts of Interest.

2 POLICY

- 2.01 All conflict of interests shall be handled in accordance to the OKIB Conflict of Interest Policy on the Council Governance Manual.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

5 DEFINITIONS

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

7 PROCEDURE

8 ATTACHMENTS

9 REPEALS

None

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Chapter:	Administration & Human Resources	SPP No.	HR 2.14.BC
Section:	Employment Policies	Drafted:	Mar. 23, 2015
Subject:	JOB POSTING	Approved:	
Issue to:	All Manual Holders	Amended:	

2.14 Job Posting

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to maintain OKIB's commitment to recruiting and selecting individuals who are the most qualified to perform the requirements of each position available.

2 POLICY

- 2.01 When a job vacancy exists, it shall be posted in accordance with the provisions of this policy.
- 2.02 Employees who wish to apply for a Job Posting must complete and submit a Job Application Form and a resume and a cover letter, within the time limit specified in the Job Posting.
- 2.03 An employee who is a successful applicant to a Job Posting shall not be entitled to apply for a subsequent Job Posting for a period of **six** months from the date of the employee's first day in the new position, unless the Executive Director authorizes.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all vacancies including contract assignments.

4 RESPONSIBILITY

- 4.01 Human Resources Director is responsible for:
- Ensuring all OKIB members have a fair opportunity to submit an application;
 - The management of the recruitment process in accordance with the Recruitment and Selection Policy, including negotiating and hiring;
 - Notifying unsuccessful applicants.

5 DEFINITIONS

- 5.01 **Job posting** means an notification that a position is vacant which is posted for the purpose of allowing individuals to apply for the vacancy.
- 5.02 **Member Bands** means other Indian Bands that are members of the Okanagan Nation Alliance.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- British Columbia *Human Rights Code*
- SPP HR 2.03.BC – Recruitment and Selection
- SPP HR 2.05.BC – Probationary Period
- SPP HR 2.06.BC – Employment Classifications
- SPP HR 5.04.BC – Workplace Accommodation on the Basis of Disability

7 PROCEDURE

- 7.01 Any job which is temporarily vacant because of illness, accident, vacation, leave of absence, transfer or promotion, or a job which is a temporary or contract assignment, shall be deemed to be 'not vacant' for the purposes of this policy. A temporary employee shall be recruited as

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outlined in the provisions of the Recruitment and Selection policy.

- 7.02 Each Job Posting shall be posted in the Sen'klip newsletter, Band notice boards, the Vernon Morning Star and the OKIB website for the time specified on the posting. The Job Posting shall also be sent to the Okanagan Nation Alliance and each of the Member Bands.
- (a) The job posting for the positions of Executive Director and directors shall be advertised nationally, the local press companies and all other job boards as deemed appropriate by the Human Resources.
- 7.03 The Job Posting shall include the following information: position title, department, shift, duties, qualifications, experience, working hours, schedule requirements and the job posting expiry date.
- 7.04 The closing date cannot be dated sooner than **two** weeks from the release of the Job Posting unless otherwise authorized by the Executive Director or posted open until filled.
- 7.05 Successfully shortlisted internal applicants shall be given time off with pay, to attend an interview related to the Job Posting application. Travel expenses for interviews will not be covered unless authorized by the Executive Director.

8 ATTACHMENTS
Job Application Form

9 REPEALS
None

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Section:	Employment Policies	Drafted:	Mar. 23, 2015
Subject:	EMPLOYMENT REFERENCES	Approved:	
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2.15 Employment References

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to obtain valuable information about a candidate's qualifications, experience, and suitability for a vacancy. Additionally where applicable, criminal reference checks help to minimize potential risks during the employment relationship.

2 POLICY

- 2.01 All candidates for employment are required to provide the names and contact information for at least **three** Employment References at OKIB's discretion. All offers of employment are conditional on receipt of satisfactory reference checks.
- 2.02 OKIB reserves the right to further investigate the suitability of a candidate through other background or reference checks.
- 2.03 References shall be checked prior to a candidate being issued with an offer of employment.
- 2.04 Reference checks shall be carried out in a fair and consistent manner, and where there is more than **one** candidate for a particular position, the same person shall conduct all reference checks related to that position.
- 2.05 (a) For positions that require a criminal reference check, candidates shall be required to obtain a criminal reference check report prior to receiving an unconditional offer of employment.
- (b) Criminal records shall not necessarily disqualify a candidate from receiving an offer of employment. However, where there is a *bona fide* occupational requirement, the nature and circumstances surrounding the criminal record shall be evaluated in light of the following factors:
- i. The specific duties and responsibilities of the job in question and the relevance of the criminal record to the position;
 - ii. How long ago the conviction/crime occurred;
 - iii. Any efforts taken by the individual to rehabilitate him/herself;
 - iv. The risk posed to clients, other staff and OKIB property;
 - v. Any other considerations mandated by legislation.
- (c) Any concerns regarding the suitability of a candidate with a criminal record for employment shall be referred to the Executive Director who shall make a final determination and who may consult with Chief and Council at his/her discretion.
- (d) Any employees who work with children must provide a criminal record check authorization upon request of OKIB and at least once every **five** years, at the expense of the OKIB. All other employees shall provide a criminal record upon the request of the OKIB.
- 2.06 Employment Reference records and/or any criminal record information shall be kept in the employee's personnel file.

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3 SCOPE

3.01 This Statement of Policy and Procedure applies to all candidates and employees at OKIB.

4 RESPONSIBILITY

4.01 Candidates

- (a) It is the responsibility of the candidate to provide at least **three** Employment References and contact information and to ensure that the referee is given permission to communicate with OKIB about the candidate's work history.
- (b) Where necessary, it is the candidate's responsibility to provide the Human Resources Director responsibility to deal with any concerns raised by a criminal record, and to assess the risk, if any, posed by hiring a candidate with a criminal record.

4.02 Employees

- (a) Upon the request of OKIB, and at least every **five** years, it is the employee's responsibility to provide the Human Resources Director with a current criminal reference check authorization from the local police service, at the OKIB's expense.

4.03 The Human Resources Director in partnership with the Executive Director are responsible to investigate any concerns raised by a criminal record, and to assess the risk, if any, posed by hiring a candidate or retaining an employee with a criminal record.

5 DEFINITIONS

- 5.01 **Employment References** means the supervisory contacts from a candidate's previous place of employment.
- 5.02 **Criminal reference check** means a report from a local police service or a criminal background checking service.
- 5.03 **Criminal record** means a conviction for a federal offense for which a pardon or record suspension has not been granted.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Criminal Records Review Act*
- *Canadian Human Rights Act*
- *Personal Information Protection and Electronic Documents Act (PIPEDA)*
- SPP HR 2.03.BC – Recruitment and Selection
- SPP HR 2.04.BC – Terms and Conditions of Employment
- SPP HR 5.07.BC – Information Protection

7 PROCEDURE

7.01 In most cases, reference checks shall be conducted as a final step in the selection process, but in all cases, prior to making an unconditional offer of employment.

7.02 Reference checks shall be conducted in a fair and consistent manner as follows:

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- (a) The referee shall be contacted by telephone (where possible) or by mail;
- (b) The reference checker shall introduce him/herself, state their position, the candidate's name, and a description of the position being applied for;
- (c) The reference checker shall verify the key information given by the candidate regarding his/her employment with the referee;
- (d) The referee shall be asked to expand on areas, which require more detail or shall be asked specific questions regarding the candidate's suitability for the position;
- (e) The reference checker shall thank the referee for their insight and ask if he or she can be called again if any further information is required; and
- (f) The reference checker shall keep detailed notes of the conversation, recording both questions, answers, the name and title of the referee, the relationship to the candidate and the date of the interview.

- 7.03 The reference checker shall provide a summary of the reference checks and make a recommendation to the hiring director for final disposition of the selection process.
- 7.04 Candidates who are subject to a criminal record check shall be given written notice of the requirement, outlining the need for it, along with a deadline to provide the criminal record check.
- 7.05 External applicants are responsible for the payment of fee while accessing a criminal record check to obtain employment with OKIB.
- 7.06 Criminal record checks shall be reviewed by the Human Resources Director, and if there is any concern about a particular candidate, the file shall be referred to the Executive Director for determination of the candidate's suitability for the position.
- 7.07 All records of reference checks and criminal record checks shall be kept in a confidential and secure file. Reference check records for candidates who do not become employees of the OKIB shall be retained in a confidential and secure file for a period not to exceed **one year**.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 2.16.BC
Section:	Employment Policies	Drafted:	Mar. 23, 2015
Subject:	EXIT INTERVIEWS	Approved:	
Issue to:	All Manual Holders	Amended:	

2.16 Exit Interviews

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to assist employees to obtain information about the separation, and to assist OKIB to gain insight and data about employees' work experiences.

2 POLICY

- 2.01 To assist in the development of a positive working environment, the Human Resources Director may ask a departing employee to participate in a confidential exit interview.
- 2.02 The Human Resources Director shall conduct the voluntary exit interview and a summary of the interview shall be placed in the employee's personnel file and provided to the Executive Director.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Division directors are responsible for scheduling an exit interview for employees who are voluntarily leaving or retiring from employment with OKIB, or those being terminated who request an exit interview.

5 DEFINITIONS

- 5.01 **Voluntary termination** means a cessation of employment, which is initiated by an employee, without duress, and includes resignation and retirement.
- 5.02 **Involuntary termination** means a cessation of employment initiated by OKIB, at any time, at its sole discretion.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 2.10.BC – Termination of Employment
- SPP HR 2.11.BC – Third Party Reference and Information Requests
- SPP HR 5.07.BC – Information Protection

7 PROCEDURE

- 7.01 An exit interview should be scheduled during the employee's final week of employment, whenever possible with the Human Resources Director.
- 7.02 The person conducting the exit interview shall:
- (a) Conduct the interview in an open and honest manner and shall prepare a confidential summary of the employee's comments related to the employee's experiences with OKIB,
 - (b) Confirm the employee's address or forwarding address and telephone number and provide the exiting employee with information regarding final pay, continuation of benefits, if any, OKIB policies on confidentiality, non-competition, references and re-hiring, and

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7.03 Data obtained from an employee during an exit interview and any written record of the interview is confidential. No data may be disclosed to any person unless the data is in a form that does not identify the employee.

7.04 Human Resources Director shall analyze data from Exit Interviews quarterly or as necessary, and shall report the findings to the Executive Director.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 2.17.BC
Section:	Employment Policies	Drafted:	Mar. 23, 2015
Subject:	BUSINESS TRAVEL EXPENSES	Approved:	
Issue to:	All Manual Holders	Amended:	

2.17 Business Travel Expenses

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to:
- To establish a uniform method of reporting, charging, reimbursing, and accounting for employee business expenses
 - To identify allowable expenses that shall be reimbursed; and
 - To improve the management and control of travel expenses incurred on OKIB business.

2 POLICY

- 2.01 Employees shall be compensated for travel time where the travel is pre authorized by their division director for the purpose of OKIB business, or to attend conferences and conventions where requested by the OKIB.
- 2.02 Travel time and mileage for OKIB business at a different geographical locations, shall be compensated, however, the employee is expected to schedule their travel to minimize such travel time. Where the business is conducted at the end of the day and is on the route to the employee's home, only the mileage related to the deviation from their route home may be claimed.
- 2.03 Employees shall be compensated for all travel at the lesser rate of either;
- (a) The mileage or
 - (b) Airfare inclusive of the mileage to the airport, parking, rental cars and taxi's; and
 - (c) Employee`s time, if applicable
- 2.04 Travel time outside of the OKIB's office and while on OKIB business or to attend a conference or convention at the request of the OKIB on a normal workday and during normal working hours shall be compensated as part of the employee's regular workday.
- 2.05 When travel time for business on the behalf of OKIB is required outside the normal working day it shall be considered as regular-time worked.
- 2.06 Travel time to attend or participate in a conference or convention not at the request of the OKIB shall not be compensated.
- 2.07 Treasury board rates as of April 1st each fiscal year shall be the established travel rates adopted by the OKIB for reimbursement during each fiscal year.
- 2.08 Travel time and mileage to and from the employee's residence and the OKIB's office shall not be compensated.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees who travel for approved business purposes.

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4 RESPONSIBILITY

- 4.01 It is the division director's responsibility to approve the purpose, length, and mode of business travel for employees.
- 4.02 It is the Employee's responsibility to acquire division director approvals for all business travel and once approved, to submit receipts, a Travel Expense Report, and other required expense documentation to his or her division director for approval and business travel expense reimbursement.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Income Tax Act* (Canada) and Regulations

7 PROCEDURE

- 7.01 Whenever possible, employees must have expenses approved by their division directors prior to commencing travel by filling out the Travel Request Form. This includes submitting the Travel Advance Payment Voucher outlining mode of travel, approximate mileage, meal and accommodation expenses, etc.
- 7.02 In most cases, the authorized mode of travel shall be the least expensive; however, division director may consider travel schedules, convenience, and travel time when making this decision.
- 7.03 Where possible, OKIB shall book and pay for rail, airfare, and/or hotel accommodations directly.
- 7.04 All claims for reimbursement including meals, accommodation, fares, parking, tolls, etc. must be accompanied by original receipts, a completed and authorized Travel Advance Payment Voucher, other required expense documentation (if any) and proof of division director authorization and be submitted to Accounts Payable within **fourteen** days of the end of travel.
- 7.05 When personal vehicles are used, employees must provide proof of business use insurance to their division directors prior to travelling. Employees must make note of the mileage on their vehicles at the beginning and end of each trip; or set their trip odometer as well as the date and reasons for each trip. Where there is discrepancy between the odometer reading MapQuest/Google Maps; the lessor of the two shall be considered correct. The most direct route shall be reimbursed.
- 7.06 An employee who travels on OKIB business may request a temporary cash advance to be used solely for the travel expense authorized. Temporary travel expense advances are to be accounted for on the employee's Travel Advance Payment Voucher. Requests for business travel expense advances must be made at least **five** working days before the advance is required. Advances shall be paid by cheque. Temporary business travel expense advances require the approval of the Executive Director and the signature of the employee receiving the advance acknowledging

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receipt of the money. Settlement of any advance must be made within **fourteen** days of the end of travel and be properly recorded on the Travel Advance Payment Voucher and submitted to Accounts Payable.

- 7.07 When travelling outside of Canada, daily expenses must be itemized on the Travel Advance Payment Voucher in foreign currency and the total amount converted into Canadian dollars using the Bank of Canada Daily Currency Converter. The Converter is available on the Bank of Canada web site at www.bankofcanada.ca/en/rates/converter.html. If there are different currencies, each item must be itemized on the Travel Advance Payment Voucher and the totals for each foreign currency must be converted into Canadian dollars.
- 7.08 Prior to travelling outside of Canada, employees shall take reasonable steps to ensure that OKIB property is protected from loss. This includes backing up electronic data, deleting non-essential and/or confidential corporate data from portable electronic devices, such as laptop computers, which the employee intends to take on the trip.
- 7.09 When travel involves a Saturday, Sunday, and/or a Holiday, expenses incurred shall be reimbursed as if it were a normal business day. Sightseeing and other personal expenses will not be reimbursed.
- 7.10 In the event an employee who is travelling on OKIB business in a personal, rental, or OKIB vehicle is involved in an accident:
- Make sure no one is injured. If there are injuries, call for medical assistance immediately (police, fire, emergency services, etc.);
 - Report the accident to the police. A police report will assist in filing an accident claim with the insurance company;
 - Do not admit liability for the accident;
 - Obtain the names, addresses, and telephone numbers of any witnesses;
 - Exchange important information (name, address, telephone, insurance policy number and company, etc.) with all parties involved (including witnesses);
 - Make a diagram of the accident site noting all details such as traffic lights, traffic signs, the directions in which the vehicles were travelling, traffic congestion, time of day of the accident, etc. Take photos if possible;
 - Report the accident as soon as possible to your supervisor; and
 - Report the accident to your insurance company as soon as possible after the accident.

8 ATTACHMENTS

Travel Advance Payment Voucher
Travel Request Form

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 2.18.BC
Section:	Employment Policies	Drafted:	Mar. 23, 2015
Subject:	DEALING with GOVERNMENT INSPECTORS	Approved:	
Issue to:	All Manual Holders	Amended:	

2.18 Dealing with Government Inspectors

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to cooperate with Government Inspectors to the fullest extent of the law while, while maintaining the OKIB's rights regarding trade secrets, documents subject to privacy regulations, and other Privileged Documents and Information.

2 POLICY

- 2.01 Government inspectors are to be treated with respect and consideration by all employees.
- 2.02 The division director is authorized to be the initial contact, whether in person or by telephone, for all government inspectors. If the division director is unavailable and the matter cannot be postponed, the Executive Director or designate or the Human Resources Director shall act as the initial contact.
- 2.03 Government Inspectors attending the workplace shall be asked for their identification and to disclose the purpose of the visit. If the purpose of the visit is an investigation, the inspector shall be asked to provide a warrant.
- 2.04 All employees shall provide the division director with any requested documents or materials within the scope of the warrant or inspection to assist the inspector, to the best of their ability.
- 2.05 During an official investigation employees under the direction and supervision of the division director shall provide truthful direct responses to the questions, but shall not offer any information that has not been requested.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees of OKIB.

4 RESPONSIBILITY

- 4.01 The division director is responsible for all interactions with government inspectors and for fostering positive, co-operative relationships with them, including ensuring that the proper documentation has been obtained.
- 4.02 Employees are responsible for ensuring that telephone calls or visits from Government Inspectors are promptly referred to the division director or alternative designates to manage and to respond to questions truthfully.

5 DEFINITIONS

- 5.01 **Government Inspector** means any representative of a government agency, board or commission not associated with the OKIB, including but not limited to an individual who has the legal or regulatory authority to enter, inspect, or investigate the OKIB and its operations, and includes Employment Standards officers, Occupational Health and Safety Officers and RCMP.

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5.02 **Privileged Documents and Information** means documents, information and communications, made in confidence by the OKIB for the purpose of obtaining legal advice.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Employment Standards Act* (British Columbia)
- *Personal Information Protection Act* (British Columbia)
- *Workers Compensation Act* (British Columbia)
- *Childcare Licensing regulation* – (British Columbia)
- SPP HR 6.01.BC – Health and Safety Principles
- SPP HR 6.02.BC – Accident and Injury Reporting

7 PROCEDURE

- 7.01 Upon arrival of a government inspector at the workplace, the employee who is the initial contact shall summon the division director or designate to greet the Government Inspector.
- 7.02 The government inspector shall be required to provide appropriate and legitimate identification prior to admittance to the premises and shall be requested to state the purpose of the visit at the workplace.
- 7.03 If the purpose of the visit appears to be an investigation regarding a matter, which could result in criminal, either federal or provincial offence charges, the government inspector may be required to produce a valid warrant prior to being allowed access to the workplace.
- 7.04 Subject to paragraph 7.03, and if necessary, the Human Resources Director or designate shall provide the government inspector with copies of the documents, materials, or things specifically requested. Nothing shall be removed from the premises unless the Government Inspector provides a written receipt for them.
- 7.05 The Human Resources Director or his/ her designate shall accompany the Government Inspector at all times while on the premises and make note of any concerns that he or she may have related to OKIB's operations.
- 7.06 On conclusion of a government inspection, the Human Resources Director shall review any concerns noted during the inspection with the appropriate division director(s) and ensure corrective action is implemented to mitigate the concern noted.
- 7.07 The Human Resources Director shall provide a report of the inspection or investigation to the Executive Director.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 2.19.BC
Section:	Miscellaneous Policies	Drafted:	Mar. 23, 2015
Subject:	TRAFFIC VIOLATIONS and VEHICLE or VESSEL ACCIDENTS or DAMAGE	Approved:	
Issue to:	All Manual Holders	Amended:	

2.19 Traffic Violations and Vehicle or Vessel Accidents or Damage

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to outline the OKIB's expectations guidelines related to traffic violations, accidents for all employees driving for work purposes.

2 POLICY

- 2.01 An employee receiving a traffic violation while on OKIB business, whether the employee uses a vehicle owned or rented by the OKIB, or his/her own personal vehicle, shall be solely responsible for paying any resulting fines.
- 2.02 An employee responsible for an OKIB vehicle being impounded shall be responsible for all costs associated with the recovery of the vehicle.
- 2.03 Where a vehicle or vessel belonging to or rented by the OKIB is involved in an accident, or is otherwise damaged, as a result of an employee being at fault, the employee shall be required to personally cover all the costs not covered by vehicle insurance and may be subject to disciplinary action.
- 2.04 An employee who receives a traffic violation or who is involved in a motor vehicle or vessel accident while on OKIB business must report it to the Human Resources Director at the earliest possible opportunity.
- 2.05 The Executive Director may approve a written repayment agreement in extenuating circumstances for a period no greater than **six** months.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.
- 3.02 This Statement of Policy and Procedure applies not only during working time, but to any activities on or off of OKIB premises which could reasonably be associated with the workplace and using a vehicle for work purposes.

4 RESPONSIBILITY

- 4.01 Employees are responsibility for ensuring they drive and operate all vehicles all OKIB business in a responsible manner and according to the laws of British Columbia.

5 DEFINITIONS

Negligence means as determined by ICBC or the RCMP.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None

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7 PROCEDURE

- 7.01 The employee is responsible to notify the OKIB immediately if he/she receives a Traffic Violation that alters the drivers abstract. If the position requires a valid driver's license and the driving record has any offence, this may result in no offer of employment, suspension, or termination of employment.
- 7.02 All traffic violations, vehicle or vessel accidents or damage must be documented, recorded, and submitted to the employee's division director, after the proper authorities are informed.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 2.20.BC
Section:	Miscellaneous Policies	Drafted:	Mar. 23, 2015
Subject:	DRIVER'S LICENSE/OPERATOR CARD	Approved:	
Issue to:	All Manual Holders	Amended:	

2.20 Driver's License/Operator Card

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to identify the requirements to be followed by all employees driving for work purposes.

2 POLICY

- 2.01 An employee who is required to have a current Driver's License of a specific class, or a Driver's Abstract to perform their assigned duties and responsibilities, shall be required to maintain that certification and provide proof of that certification to the division director. All documentation shall be filed with Human Resources on their personnel file. An employee failing to maintain their required license or certification may be subject to the suspension or termination of their employment.

- 2.02 An employee who loses his or her license or certification and who drives a motor vehicle or vessel as part of their assigned duties must report that loss to the division director and Human Resources as soon as possible after the loss occurs.

- 2.03 An employee may not operate a motor vehicle or vessel without the required license or certification.

3 SCOPE

- 3.01 This Statement of Policy and Procure applies to all employees.
- 3.02 This Statement of Policy and Procedure applies not only during working time, but to any activities on or off of OKIB premises which could reasonably be associated with the workplace and using a vehicle for work purposes.

4 RESPONSIBILITY

- 4.01 Employees are responsible for ensuring they own the proper driver's license and operator card and update their information in a timely manner and according to the laws of British Columbia.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 2.04.BC – Terms and Conditions

7 PROCEDURE

- 7.01 All drivers registration, licenses, certificates for work and operator cards are the responsibility of all staff to have and provide as a condition of employ.
- 7.02 A copy of the drivers abstract and operator cards shall be filed in the employee's Personnel file and updated every **twelve** months.

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Chapter:	Administration & Human Resources	SPP No.	HR 2.20.BC
Section:	Miscellaneous Policies	Drafted:	Mar. 23, 2015
Subject:	DRIVER'S LICENSE/OPERATOR CARD	Approved:	
Issue to:	All Manual Holders	Amended:	

7.03 Division directors shall ensure employees have the certifications required for operating vehicles or vessels required within each of their departments and shall require the updated information on an annual basis.

8 ATTACHMENTS
None

9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Human Resources	SPP No.	HR 2.21.BC
Section:	Miscellaneous Policies	Drafted:	Mar. 23, 2015
Subject:	PERSONAL VEHICLES USED FOR BUSINESS	Approved:	
Issue to:	All Manual Holders	Amended:	

2.21 Personal Vehicles Used for Business

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to outline the procedures to be followed regarding all employees using their personal vehicles for work purposes.

2 POLICY

- 2.01 An employee required to drive their personal vehicle in the performance of their assigned duties and responsibilities or for business travel, shall have the cost of the difference of to and from work use and business use insurance reimbursed by the OKIB.
- 2.02 An employee required to drive their personal vehicle for business purposes is required to purchase liability insurance with a value of at least **\$5,000,000** and supply the OKIB with proof of such coverage.
- 2.03 OKIB shall reimburse the difference of the incremental cost from the recommended **\$2,000,000** to the required **\$5,000,000** liability.
- 2.04 Unless part of regular job duties, staff shall not transport clients in personal vehicles for OKIB business without proper insurance and shall meet all traffic regulatory requirements.
- 2.05 Children shall be transported in designated vehicles except in the event of an emergency situation; these exceptions shall be authorized by the division director.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.
- 3.02 This Statement of policy and Procedure applies not only during working time, but to any activities on or off of OKIB premises which could reasonably be associated with the workplace and using a vehicle for work purposes.

4 RESPONSIBILITY

- 4.01 Employees are responsible for ensuring their vehicles are insured according to the policies of OKIB and the laws of British Columbia.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Human Resources	SPP No.	HR 2.21.BC
Section:	Miscellaneous Policies	Drafted:	Mar. 23, 2015
Subject:	PERSONAL VEHICLES USED FOR BUSINESS	Approved:	
Issue to:	All Manual Holders	Amended:	

7 PROCEDURE

7.01 All driver's registration, licenses, and insurance are the responsibility of all staff to have, maintain and provide as a condition of employment when necessary. These are to be submitted to the division director.

7.02 A copy of the drivers insurance shall be filed in the employee's Personnel file.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 3.01.BC
Section:	Pay and Performance Policies	Drafted:	Mar. 23, 2015
Subject:	EMPLOYEE PERFORMANCE EVALUATION	Approved:	
Issue to:	All Manual Holders	Amended:	

Section 3 Pay and Performance Policies

3.01 Employment Performance Evaluation

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to outline the employee evaluation process to be used throughout the OKIB. This will assist the Human Resources personnel to keep Job Descriptions current and provide for the equitable administration of wages.

2 POLICY

- 2.01 Employees shall have regular and scheduled formal performance evaluations for the purpose of providing performance feedback, reviewing behavioural competencies, fostering employee self-development, and identifying performance and personal areas for development.
- 2.02 All employees shall receive a written performance evaluation immediately prior to the conclusion of their Probationary Period at **six** months.
- 2.03 All employees shall receive an annual written performance evaluation scheduled in the final quarter of every fiscal year.
- 2.04 The division director of the evaluating supervisor shall review and sign the written performance evaluation before it is presented to the employee.
- 2.05 The immediate supervisor of the employee shall be responsible for the completion and presentation of the employee's Performance Evaluation.
- 2.06 An Employee Performance Evaluation process shall include;
- An employee self-evaluation
 - Supervisor evaluation, and where appropriate peer evaluations
 - Performance indicators
 - Work-related goals for the upcoming year
 - Training and education needs of the employee both for the position and overall self-development
 - Any recommendations of the supervisor including recommendations with respect to the job description and compensation
- 2.07 When performance indicators identify a need for improvement, the division director may provide written direction outside the formal evaluation process.
- 2.08 For the performance evaluation of division directors, the Executive Director shall review the evaluation with Chief and Council as an in-camera item to allow for feedback. The final evaluation content is at the discretion of the Executive Director.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

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Chapter:	Administration & Human Resources	SPP No.	HR 3.01.BC
Section:	Pay and Performance Policies	Drafted:	Mar. 23, 2015
Subject:	EMPLOYEE PERFORMANCE EVALUATION	Approved:	
Issue to:	All Manual Holders	Amended:	

4 RESPONSIBILITY

- 4.01 The Human Resources Director is responsible for selecting a gender-neutral competency based performance evaluation system to be used for evaluating staff. Additionally the Human Resources Director is responsible for reporting the outcome of all the employee performance evaluation to the Executive Director.
- 4.02 Division directors are responsible for preparing the initial Job Descriptions that accurately reflect the essential tasks and duties of those jobs within their Division and for ensuring those descriptions are kept current. division directors are responsible for ensuring all employees in their division receive an annual performance evaluation.
- 4.03 Employees are responsible for completing their self-evaluation prior to meeting with their division director.

5 DEFINITIONS

- 5.01 **Employee Performance Evaluation** means a meeting between a supervisor and subordinate for the specific purpose of discussing job results and responsibilities; identifying those tasks which have been performed well and those which have not; discussing and agreeing upon what needs to be done to improve performance; and providing the subordinate with an opportunity to discuss problems and concerns.
- 5.02 **Job Performance Standards** means a statement(s) of the measurable or observable results that occur when a job is performed in a competent manner.
- 5.03 **Performance Indicator**
- | | |
|----------------------|--|
| Consistently Exceeds | Performance is recognized as exceptional; employee consistently adds to and exceeds job standards. Handles complex or difficult problems with little or no direction; exercises uncommon judgment in resolving problems effectively. Displays high initiative, high quality and quantity output, which leaves little or nothing to be desired. |
| Sometimes Exceeds | Performance is consistently far above satisfactory; employee meets all job standards and frequently adds to or exceeds them. The employee demonstrates thorough knowledge and mastery of the responsibilities of the position. He/she handles difficult situations with some direction. Output is usually of high quality and quantity. |
| Meets | Performance is consistently satisfactory; employee meets all job standards and occasionally adds to or exceeds them. Difficult situations are usually referred to the division director. Quality and quantity output meets standards. |
| Sometimes meets | Performance is not consistently satisfactory; employee meets some job standards but not all. Improvement is required. |
| Rarely meets | Job standards are not being met in most cases. |

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Section:	Pay and Performance Policies	Drafted:	Mar. 23, 2015
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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Human Rights Act*
- SPP HR 2.01.BC – Employment Principles
- SPP HR 2.02.BC – Behavioural Competencies
- SPP HR 2.05.BC – Probationary Period
- SPP HR 2.06.BC – Employment Classifications
- SPP HR 3.03.BC – Wage and Salary Administration

7 PROCEDURE

- 7.01 The performance evaluation period commences the moment an individual is hired or placed in a job. At minimum, written Employee Performance Evaluation are required before the completion of the Probation Period and annually for each employee.
- 7.02 A self -evaluation shall be completed by the employee.
- 7.03 The supervisor shall complete a Performance Evaluation for all employees using the Employee Performance Evaluation Form are used for this purpose and obtain approval from the division director prior to conducting the evaluation.
- 7.04 The division director shall review a final performance evaluation, incorporating changes agreed to by the supervisor and employee through the review conducted.
- 7.05 Employees are requested to sign the Employee Performance Evaluation Form to acknowledge their participation in the review process. An employee's signature on the form does not constitute agreement with the evaluation.
- 7.06 Employees are entitled, and encouraged, to write their own comments regarding the evaluation if there is disagreement about the contents on the Employee Performance Evaluation Form.
- 7.07 Employees shall sign their performance evaluation as being read and received and be provided a signed copy of their evaluation. The signed original of the evaluation shall be placed within the employee's Personnel File.
- 7.08 The employee shall have the opportunity to comment on their evaluation and have the comments placed in their Personnel File.
- 7.09 Evaluations may vary dependent on the Occupational Classification to address responsibilities and accountabilities

8 ATTACHMENTS

Employee Performance Evaluation Form

- ## **9 REPEALS**
- None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 3.03.BC
Section:	Pay and Performance	Drafted:	Mar. 23, 2015
Subject:	JOB DESCRIPTIONS	Approved:	
Issue to:	All Manual Holders	Amended:	

3.02 Job Descriptions

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to outline the Job Description development process to be used throughout the OKIB to ensure employees are aware of the expectations during their employment with the OKIB.

2 POLICY

- 2.01 All employment positions shall have an approved Job Description in place before posting a position. The Executive Director has authority to set specific positions within the organizational chart and budget that are approved by Chief and Council.

- 2.02 The job description shall define:

- The position title
- Division
- Reporting relationship
- Span of control
- Immediate supervisor
- Specific duties of the position,
- Skills, training, education,
- Experience required,
- Salary range for the position

- 2.03 The defined job description and position qualifications are the prerequisites for the development and administration of the OKIB's wage and salary grid.

- 2.04 The development and review of job descriptions and position qualifications shall be the responsibility of the Human Resources Director, in consultation with the division director and immediate supervisor.

- 2.05 Job descriptions shall be formally reviewed at least every **three** years through a Job Analysis process.

- 2.06 Job descriptions shall be altered when there are significant and permanent changes in responsibilities and/or authority as approved by the Executive Director.

- 2.07 Chief and Council approval is required when changes to existing job descriptions may have a financial implication outside of an approved budget.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all jobs.

4 RESPONSIBILITY

- 4.02 The Executive Director is responsible to approve all final job descriptions.

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4.01 Division directors with the Human Resources Director are responsible for preparing Job Descriptions that accurately reflect the responsibilities and duties of the jobs within their division, keeping descriptions current and reflective of emerging changes.

4.03 Employees are responsible for complete the Job Analysis Questionnaire.

5 DEFINITIONS

5.01 **Job Analysis** means a process to identify and determine in detail the particular job duties and requirements and the relative importance of these duties for a given job. A process where judgements are made about data collected on a job to establish a value for each job based upon the objective evaluation of data collection through a Job Analysis Questionnaire.

5.02 **Job Specifications** means the minimum skills, knowledge, and experience an individual must possess in order to be able to perform the job in a competent manner. Job Specifications take into consideration the scope of the job – i.e. the size of budget administered, the number of people supervised, freedom to exercise judgment, impact of decisions on the OKIB's success, complexity of duties, as well as other items.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Human Rights Act*
- SPP HR 2.01.BC – Employment Principles
- SPP HR 2.06.BC – Employment Classifications
- SPP HR 3.03.BC – Wages and Salary Administration

7 PROCEDURE

7.01 The Human Resources Director shall establish a Job Analysis process. The Human Resources Director and division director shall evaluate each job based on the job description maintain a record of complete evaluations.

7.02 Job Analysis shall include performance indicators are developed and documented for each job in conjunction with job incumbents whenever possible. Division directors shall review and update job duties including identifying Job Specifications as necessary to perform the job in a competent manner.

7.03 Whenever the content of a job changes substantially, the Job Description shall be updated and the job shall be re-evaluated to ensure it continues to be assigned the correct classification.

7.04 Employees shall be provided with a copy of their respective revised and approved Job Description. A copy of the accurate and up-to-date Job Description shall be kept on the employee's personnel file.

8 ATTACHMENTS

Job Analysis Questionnaire, Job Description Template

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9 REPEALS:
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 3.03.BC
Section:	Pay and Performance	Drafted:	Mar. 23, 2015
Subject:	WAGE and SALARY ADMINISTRATION	Approved:	
Issue to:	All Manual Holders	Amended:	

3.03 Wage and Salary Administration

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure that each employee is fairly rewarded for sustained competent performance and to ensure maintain internal equity.

2 POLICY

- 2.01 The OKIB provides equal pay for work of an equal value. It is the OKIB's goal to have compensation program which is comparable to similar organizations including local, regional, and First Nation governments of a similar size.
- 2.02 It is also the policy to recruit and retain qualified employees, and to reward employees' for years of service and good performance.
- 2.03 The Human Resources Director in consultation with the Director of Finance and Division Directors shall recommend the Wage and Benefits Administration Program to be reviewed at least every **three** years.
- 2.04 The Wage and Salary costs are contained within the funding agreements, annual budget and reported by Annual Audit.
- 2.05 Where the budget permits and employee performance warrants, a wage or salary increase shall be provided to employees annually. These Merit Increase reviews shall be conducted annually based on fiscal year end.
- 2.06 Where an employee is promoted to another position with a greater wage or salary structure, their wage shall be adjusted accordingly.
- 2.07 Where an employee has been requested to assume some of the responsibilities of another position with a greater wage or salary structure, for a period of more than **one** month, the employee's wage or salary level shall be temporarily adjusted to an acting wage.
- (a) The employee shall be compensated up to **90%** of the wage of position for which responsibility is assumed.

The Executive Director can waive the **one month** requirement dependent on operational issues.

- 2.08 Where an Officer in Charge is appointed by a division director to assume additional responsibilities of another position the Officer in Charge shall receive a **ten 10%** percent increase of their current wage or as appointed by the Executive Director in writing for an appointment of one to four weeks in length.
- 2.09 Acting Executive Director appointment shall be in writing by the Executive Director. Only Division directors shall assume the Acting Executive Director role. In the absence of an Executive Director, the Chief shall appoint an Acting Executive Director until the next duly convened Council meeting.

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2.10 Where an employee achieves higher formal qualifications or education while in a position and where the qualifications or education are relevant to the requirements of the position, the Division director may recommend to the Executive Director a wage or salary adjustment for the employee.

2.11 The Executive Director in consultation with the Director of Finance may upon the approval of the Chief and Council, provide a cost of living increase.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 The Executive Director is responsible for issuing annual pay increase guidelines and approving all temporary and permanent pay increases excluding Executive Director compensation.

4.02 The Human Resources Director is responsible for the development, review and administration of the Wage and Benefits Administration Program and that all increases are in accordance with policy.

4.03 The Division Director in partnership with the Human Resources Director and the Director of Finance are responsible for recommending wage or salary increases and adjustments for all employees within their Division in compliance with the Wage and Salary Grid.

4.04 Division directors are responsible for initiating the necessary documents to affect pay increases for their direct reports consistent with guidelines.

5 DEFINITIONS

5.01 **Acting appointment** means to be delegated the duties and responsibilities of another position to facilitate operational continuity along with delegated authority.

5.02 **Officer in Charge** means a person appointed by a division director to respond to inquiries and manage files for another more senior employee in their absence for a period no less than **five** or more than **thirty** days to facilitate continuity of functions but without delegated authority.

5.03 Types of Pay Increases

- (a) **Merit Increase** – An increase, based on performance, within the same job level and pay range.
- (b) **Reclassification Increase** – An increase that may be granted when the duties of a job have changed sufficiently so that the job is reclassified to a higher job level.
- (c) **Remedial Increase** – an increase which may be granted, at any time, to adjust an individual's wage at least to the minimum of the wage range.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 2.05.BC – Probationary Period
- SPP HR 3.01.BC – Employment Performance Evaluation

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- SPP HR 3.03.BC – Wage and Salary Administration

7 PROCEDURE

- 7.01 All employment positions shall have a specific wage or salary structure with steps representing Minimum, Mid-point, and a Maximum level of pay in each range.
- 7.02 OKIB's pay ranges are established on a local market basis and are structured so that:
- The Mid-point of each range reflects the rate deemed by the OKIB to be equivalent to the prevailing rate paid for similar jobs by comparable employers in the community
 - Differences between the Mid-point for each job reflect the differences in the relative value of positions as established by Job Evaluations
 - The range spread of each pay range is large enough to permit recognition of differences in performance among individuals performing the work associated with that job
- 7.03 OKIB shall use **three** different sets of pay ranges
- Strategic Management
 - Business Management
 - Applied Operations
- Although the values are different, each structure is constructed in a similar manner and used in the same way.
- 7.04 Size and Timing of Pay Adjustments
- (a) Merit Increase
The basis of a Merit Increase shall be on an individual's performance evaluation rating according to the Wage and Salary Grid. Generally, a merit increase may be granted after a minimum time interval of **twelve** months from the date of the last pay adjustment.
- (b) Promotion Increase
A Promotion Increase may be granted at any time up to **six** months after the effective date of the promotion. A Promotion Increase granted after the effective date of promotion, shall not be retroactive to the date of promotion. A Promotion Increase should be of sufficient size to bring the individual's wage to at least the minimum of the new pay range.
- (c) Reclassification Increase
This type of pay adjustment may be granted when an individual's job is re-evaluated and adjusted upwards to a classification that warrants the assignment of a new pay range.
- (d) Remedial Increase
This type of increase is used only for individuals who are paid below the minimum of their pay range. The size of such an adjustment is dependent upon the individual's current wage in relation to the minimum of the pay range.
- (e) Cost of Living Increase
This type of increase is used to adjust wage and salary grids periodically to adjust for inflation.

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- 7.05 Full-time salaried employees shall normally be paid bi-weekly for **seventy five** hours of work.
- 7.06 Hourly paid employees shall be paid for actual hours worked and approved by the employee's division director.
- 7.07 Payroll deductions shall include legislative requirements, court orders, employee portion of benefit costs, overpayment of travel expenses and wages, Repayment Agreements and other costs as agreed by OKIB and the employee.
- 7.08 Where the employee believes there has been an error on his/her pay, the employee should immediately discuss the matter with their supervisor. If necessary corrections in pay shall be reflected on the employee's next pay Cheque.
- 7.09 Distribution of pay cheques and the payroll deposits into the employee's bank account shall be on every second Friday afternoon for services performed for the **two** week period ending on the previous Friday.
- 7.10 As per the Canada Labour Code, division directors are not entitled to Overtime. OKIB may extend to division directors up to **one** day a month as a personal day, to be taken in the same month.
- 7.11 In order to maintain control of the amount expended for pay increases and to ensure internal equity, the Human Resources Director, Director of Finance and Executive Director shall publish pay increase guidelines for each fiscal year.
- 7.12 The Annual Pay Increase Plan for the next fiscal year shall be completed no later than **one** month prior to the beginning of that fiscal year.
- 7.13 Each division director is responsible for initiating a Staff Pay Change Form to implement pay adjustments for direct reports and for advising the employee of a pay change, before the change appears in the employee's pay cheque or stub.
- 7.14 The Human Resources Director shall recommend the wage or salary for new employees to the Executive Director.
- 7.15 The date of promotion shall become the employee's new anniversary date for the purpose of the **six** month probationary performance evaluation.
- 7.16 Upon termination of employment, employees shall receive full payment for accrued wages or salary, including regular pay, approved Overtime pay, accrued vacation pay and any other monies owing, by or on, the next regularly scheduled pay period, not exceed **thirty** days as per The Canada Labour Code.

8 ATTACHMENTS
Repayment Agreement
Staff Pay Change Form

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Section:	Pay and Performance	Drafted:	Mar. 23, 2015
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Issue to:	All Manual Holders	Amended:	

9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 3.04.BC
Section:	Pay and Performance	Drafted:	Mar. 23, 2015
Subject:	OVERTIME	Approved:	
Issue to:	All Manual Holders	Amended:	

3.04 Overtime

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure the administration of Overtime hours and premiums are consistent, fair and equitable.

2 POLICY

- 2.01 OKIB acknowledges that due to emergencies and workload, there may be the need for some employees to periodically work Overtime. Where Overtime is required, and preauthorized, Overtime shall be compensated but shall not be regularly scheduled.
- 2.02 All Exempt Employees shall be eligible for Overtime compensation.
- 2.03 Hours worked in excess of **eight** hours a day or **forty** hours a week, when approved, shall be deemed Overtime and shall be compensated in time off in lieu, at the rate of **one and one half** hours off for each Overtime hour worked.
- 2.04 Employees who are exempt from Overtime compensation may be provided reasonable time off in lieu as approved by the Executive Director.
- 2.05 An approved leave with pay, including a designated General Holiday, shall be considered as time worked in calculating Overtime.
- 2.06 Field workers shall be governed by standard practices for the business operations of the same or similar industry.
- 2.07 The Executive Director may, no more than once a year and in consultation with the appropriate division director, authorize payment of up to \$2,000 Overtime pay for an employee with more than one year of continuous employment with OKIB.
- 2.08 The Overtime Banked Credits shall be used before holiday credits and shall be used as soon as operationally possible.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all non-exempt employees; for exempt employees where identified.

4 RESPONSIBILITY

- 4.01 Division directors are responsible for authorizing in advance employees to work Overtime.
- 4.02 Employees are required to obtain advance authorization before working Overtime hours, to record the Overtime and to submit the timesheet in a timely manner.
- 4.03 Payroll is responsible for preparing and maintaining an accurate record of all Overtime hours worked, Overtime wages credited to the bank, Overtime bank credits taken and/or paid, and

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advising the employee the banked Overtime.

5 DEFINITIONS

5.01 **Exempt employee** means division directors, who are deemed exempt in accordance with the Canada Labour Code and are not eligible for Overtime compensation.

5.02 **Regular wage** means:

- (a) If an employee is paid by the hour, the hourly rate;
- (b) If an employee is paid on a flat rate or piece rate, the employee's wages in a pay period divided by the employee's total hours of work during that pay period.

5.03 **Non-Exempt Employees** means employee who are not division directors, who are deemed to be eligible for Overtime compensation as per the Canada Labour Code.

5.04 **Overtime work** means the preauthorized time an employee works beyond the, 8 hours in a day, or 40 hours in a week, and includes working on a Statutory Holiday where the employee is required to work.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- Canada Labour Code
- SPP HR 2.06.BC – Employment Classifications
- SPP HR 2.07.BC – Hours of Work
- SPP HR 4.03.BC – Band and Statutory Holidays

7 PROCEDURE

7.01 Overtime is deemed as an occasional necessity, and Overtime compensation is recognized as a privilege and is not intended to compensate for inefficiency or poor time management.

7.02 To be eligible for Overtime payment, except in the case of an emergency, all Overtime must be documented and authorized in advance by a division director. The division director defines what constitutes an emergency.

7.03 Commuting between home and the workplace is not considered working, travel, or waiting time.

7.04 Overtime shall not be paid for work performed off OKIB premises, unless specific written approval has been obtained in advance from the division director.

7.05 Each employee shall report Overtime to Payroll, on a timesheet.

7.06 The division director shall ensure that no employee within his/her Division accrues an excessive amount of Overtime.

7.07 Employees who accrue Overtime banked credits are required to schedule time before the end of the fiscal year in which it was incurred and must be scheduled off before any other paid leave is granted. Term employees must schedule time off prior to the expiration of their contract.

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7.08 Banked Overtime shall not exceed **five (5)** days, except in cases deemed an emergency.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 3.05.BC
Section:	Pay and Performance	Drafted:	Mar. 23, 2015
Subject:	SHORTAGE OF WORK	Approved:	
Issue to:	All Manual Holders	Amended:	

3.05 Shortage of Work

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure consistency throughout the OKIB related to the reassignment and payment of employees who report for work when work is not available.

2 POLICY

- 2.01 In rare and exceptional circumstances, OKIB may be unable to provide employees with their regular work on a scheduled shift. Unless, prior to the scheduled shift starting time, an employee has been advised not to report for work, employees who report for work at the start of their scheduled shifts may be assigned to any available, alternate work and shall continue to receive their regular wages for work performed until they can be reassigned to their normal duties.
- 2.02 If alternative work cannot be provided or continued, whether or not an employee has started work, an employee may be sent home and shall be paid as follows:
- (a) If the scheduled shift duration is up to **eight** hours the employee and the employee is sent home, the employee shall be paid for a minimum of **three** hours at his/her regular wage rate unless:
- i. The employee is unfit to work or fails to comply with Part 3 of the *Workers Compensation Act* (Occupational Health and Safety), or a regulation under that part;
or
- (b) If the scheduled shift duration is greater than **eight** hours and the employee is sent home before completing **four** hours of work, the employee shall be paid for a minimum of **four** hours at his/her regular wage rate unless:
- i. The employee is unfit to work or fails to comply with Part 3 of the *Workers Compensation Act* (Occupational Health and Safety), or a regulation under that part.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Division directors are responsible for making reasonable efforts to locate suitable alternate work when regular work cannot be provided.
- 4.02 Division directors are responsible for ensuring the proper administration of this policy and reporting pay on the employee's timesheet.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- Canada Labour Code (*Reporting Pay*)
- British Columbia *Workers Compensation Act*

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7 PROCEDURE

7.01 Shortage of Work pay is to be coded on the Timesheets.

7.02 OKIB shall make all reasonable efforts to reassign employees in order to minimize the financial hardship in relation to closures or shortage of work beyond the employee's control.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 3.06.BC
Section:	Pay and Performance	Drafted:	Mar. 23, 2015
Subject:	CALL BACK to WORK	Approved:	
Issue to:	All Manual Holders	Amended:	

3.06 Call Back to Work

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to recognize, through a payment that work performed on a shift other than an employee's normal shift may cause disruption of the employee's normal living pattern.

2 POLICY

- 2.01 Employees called back to work by the OKIB, and who report to work shall receive a minimum of **three** hours pay.
- 2.02 Employees called back to work by the OKIB and who report to work and work in excess of three hours shall be compensated as per the Overtime policy.
- 2.03 Where the employee has worked a normal Workweek of **thirty seven and a half** hours and is called back to work, the Call Back to Work policy shall apply. This policy does not apply to employees who voluntarily provide services to the community.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Employees are responsible for recording, at the end of each pay period, the call back pay.
- 4.02 Division directors are responsible for approving the call back pay.

5 DEFINITIONS

- 5.01 **Workweek** means standard work week defined for OKIB full time employees which is 37.5 hours.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Canada Labour Code (*Reporting Pay*)

7 PROCEDURE

- 7.01 Each division director shall verify that the call back to work pay is accurately recorded on the employee's timesheet.
- 7.02 Division directors are responsible for authorizing a call back to work for an employee except in cases of emergency where that duty may be delegated. Division directors must authorize the call back to work as soon as possible after an emergency.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 3.07.BC
Section:	Pay and Performance	Drafted:	Mar. 23, 2015
Subject:	LATENESS and ABSENTEEISM	Approved:	
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3.07 Lateness and Absenteeism

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to identify expectations and procedures for tracking employee absences and to establish ground rules for determining when counselling or disciplinary actions may be initiated related to an employee's absenteeism record.

2 POLICY

- 2.01 Employees are expected to commence and leave work in accordance with their work schedule. Employees who are unable to do so should notify their immediate supervisor and department receptionist as soon as possible.
- 2.02 Employees unable to report for work at the start of a scheduled work day or as required by the OKIB, shall personally notify their immediate supervisor, or in the absence of the immediate supervisor, the receptionist, within **fifteen** minutes of the scheduled start time. Unauthorized lateness or absenteeism will result in disciplinary action including loss of pay for the period of absence. An employee, who is later than **fifteen** minutes, shall be deducted the late time from their pay.
- 2.03 Employees shall receive counselling and/or disciplinary action for being habitually late or if they are absent or late without authorization for **three** occurrences.
- 2.04 Employees wanting to leave work or be absent require written preauthorization from their immediate supervisor.
- 2.05 Employees attending work outside of the office or attending outside meetings and conferences are encouraged to phone into the office once per day, or as required by the employee's immediate supervisor.
- 2.06 Employees absent from work for **three** or more continuous days without prior approval from their immediate supervisor shall be terminated due to job abandonment unless extenuating circumstances prevented them from contacting the office. OKIB shall attempt to call **three** consecutive days and follow up with a letter informing the employee, their employment is terminated due to job abandonment.
- 2.07 Medical Absences of **three** or more working days must be supported by medical certification at the employee's own expense. Depending on the nature of the medical reason for absence, OKIB may require a medical certificate confirming the employee's fitness to return to work. The original copy of any medical certificate shall be forwarded to the Human Resources/ Payroll Department for inclusion in the employee's personnel file.

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2.08 Should an Employee's record of absenteeism reflect excessive usage of Sick Leave (as compared to the general per employee average for OKIB), or patterns of absenteeism, interviews shall be held with the affected employee and noted to their file. Where unjustified leave of absence is found the employee will be subject to disciplinary action. OKIB may request a doctor's note when an employee is away sick less than **three** days on a habitual basis.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 Employees are responsible for being at work on days scheduled, on time and not leaving early without authorization from their immediate supervisor. Employees are also responsible for notifying the supervisor, immediately, of any absence, the reasons(s) for the absence, and their expected return date.

4.02 Division directors are responsible for initiating counselling or disciplinary action as warranted. Disciplinary action should be the last resort in managing absenteeism. Informal counselling should be the primary method to be used in reducing absenteeism.

4.03 Supervisors are responsible for establishing a favourable climate for attendance, communicating attendance expectations, recording every absence or lateness, following-up with employees for required documentation, reviewing records on a weekly basis to determine any absenteeism problems, and counselling employees to assist in finding solutions to chronic absenteeism.

4.04 The Human Resources/Payroll Department are responsible for ensuring proper documentation is received from all division directors in a timely manner, tracking employee absence data on a quarterly basis, and for preparing appropriate organizational-wide absenteeism reports.

5 DEFINITIONS

5.01 **Absence** means a failure to report for work for any reason.

5.02 **Authorized absence** means an absence for which the employee has been given approval; either formal written approval or supervisory verbal approval, or for which other policies provide leave of absence.

5.03 **Authorized accommodation** means any absence for the purpose of accommodating an employee based upon an employee's written request and for which the employee has been given approval, either formal written approval or supervisory verbal approval.

5.04 **Unauthorized absence** means an absence for any reason other than an authorized absence, or for which authorization has not been sought.

5.05 **Lateness** is defined as not being at one's work station at the appropriate shift starting time or the scheduled starting time after a rest period or lunch period.

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5.06 **Occurrence** is one incident of absence or lateness, which may include multiple days if consecutively missed. A legislated leave such as family responsibility leave, maternity/parental leave, jury duty, etc. or authorized leaves granted under any other of OKIB's policies are not counted when calculating the number of absence occurrences.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- Canada Labour Code
- HR 4.02.BC – Vacation and Vacation Pay
- HR 4.03.BC – Band and Statutory Holidays
- HR 4.05.BC – Maternity and Parental/Adoption Leave
- HR 4.10.BC – Emergency Leave
- HR 4.15.BC – Personal Leave
- HR 5.04.BC – Workplace Accommodation on the Basis of Disability
- HR 5.06.BC – Discipline

7 PROCEDURE

- 7.01 In the event of an absence, the absence shall be coded on the timesheet. The reason for the absence must fall into one of the approved categories or other circumstances as approved by the division director.
- 7.02 The employee shall submit a Request for Leave Form to the division director; the approved Request for Leave Form shall be submitted to Payroll/Human Resources.
- 7.03 Employees who need to leave work early for unavoidable reasons must obtain approval from their supervisor, preferably at least **one** day prior. Leaving early shall be treated the same as lateness for payroll purposes.
- 7.04 Division directors shall monitor attendance and complete absence records on a weekly basis on a timesheet and the Request for Leave Form for this purpose.
- 7.05 In order to protect an employee's right to confidentiality regarding a Medical Absence, medical diagnoses or other confidential medical data shall not be shown in the timesheet or the Request for Leave Form, only the reason(s) for absence.

8 ATTACHMENTS

Request for Leave Form

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 3.08.BC
Section:	Pay and Performance	Drafted:	Mar. 23, 2015
Subject:	PROFESSIONAL STAFF DEVELOPMENT and TRAINING	Approved:	
Issue to:	All Manual Holders	Amended:	

3.08 Professional Staff Development and Training

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to establish guidelines for development and training of employees as a joint responsibility between the OKIB and staff with a goal of continuous improvement of our organization.

2 POLICY

- 2.01 The OKIB values its employees and recognizes the benefits to the employee of ongoing self-development. Professional development and training shall be recognized as a shared responsibility and benefit by the employee and OKIB.
- 2.02 An employee requesting job related training shall make written application to their supervisor and Human Resources **thirty** days before the commencement of the training. Information describing the training and the benefits that it shall provide to both the OKIB and the employee shall be included in the application .
- 2.03 The division director may require an employee to complete training or employees may request an educational leave.
- 2.04 Employees requesting an Education Leave shall make a written application to the division director outlining:
- The applicability of the program to the current position
 - Nature and cost of course or program of study
 - Institution of study
 - Duration of the course or program of study
 - Benefit to his/her current position and the OKIB
 - Training, Certificate, Diploma, or Degree to be achieved
- 2.05 The division director shall have the authority to approve professional development and training for all employees in their Division. No employees are permitted to attend training at the Band's expense without having received pre-authorization.
- 2.06 As training is a joint responsibility and benefit, time spent in travel and attending training beyond the normal workday and normal workweek shall not be compensated.
- 2.07 At the discretion of the OKIB, the cost of approved training-related travel, enrollment, and the reasonable cost of lodging and meals, where required, shall be paid by the OKIB at established rates at the discretion of the OKIB.
- 2.08 Employees that are provided with professional development funding shall be required to commit to **two** additional years of employment.

3 SCOPE

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3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 Division directors are responsible to ensure the training hours are recorded on the employee's timesheet.

4.02 Human Resources is responsible for ensuring the training is job related.

4.03 The employee is responsible, upon completion of the training, to provide a report outlining the direct application of the professional development and training to their position and the OKIB, and the suitability of the training for other employees to the division director.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None

7 PROCEDURE

7.01 Applications for professional development and training shall be assessed in accordance with the following criteria:

- Availability of funds
- Relevance to the employee's current position
- Relevance to the growth of the employee
- Relevance to the current and future needs of OKIB
- Ability to integrate training into the work schedule
- Recommendations of immediate supervisor
- Suitability of timing (e.g. time of year)
- Motivation and past performance of the employee
- Previous training supplied to employee by OKIB
- Length of service with the OKIB

7.02 OKIB may require work service contracts as a condition of approving training to be calculated on a pro-rated basis if the employee resigns. Applications for professional development for diplomas or certificate programs must include a contract when there is a significant duration of course work to completion. Upon approval of the program course, OKIB shall pay 70% up front and 25% on successful completion.

7.03 Evidence of successful completion of the course of study and proper reimbursement under this program shall be filed in the employee's Personnel file.

8 ATTACHMENTS

Training Application Form

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9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.01.BC
Section:	Benefits Policies	Drafted:	Mar.23, 2015
Subject:	BENEFITS PRINCIPLES	Approved:	
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Section 4 Benefits Policies
4.01 Benefits Principles

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to establish the principles to be considered when introducing or modifying the benefits plans or programs for employees.

2 POLICY

2.01 OKIB believes in providing employees and their families with access to a Benefit Plan that provides for their health and protection. It is the policy of the OKIB to provide competitive benefit plans and programs based on industry practices. The following principles govern considerations regarding the type of benefit programs that may be made available to employees.

- (a) OKIB may provide appropriate benefit plans/programs to enhance their health and well-being.
- (b) OKIB may contribute to some, or all, of the costs of various plans, where it can afford to do so and where it is general practice to do so. Employees are required to contribute to the cost of benefit programs.
- (c) OKIB may in its sole discretion decide upon plan design or modification, including the reduction of benefits, the introduction of new plans, the selection of carriers, funding arrangements, cost sharing arrangements, benefits to be provided, making plans compulsory etc.

2.02 Employees who work at least **twenty-five** hours each week and who are not classified as term or on-call shall be required to enroll in the OKIB, Group Insurance Plan. The Group Pension Plan and BC Medical Services Plan are optional.

2.03 All benefits are provided after being employed for **three** months of continuous employment unless otherwise stated in their contract.

- (a) Employees shall have their participation in the OKIB Group Benefit Plans terminated immediately following the last day of employment or as outlined in the termination letter or agreement.

2.04 Employee's may receive a preferred rate at Snc'c'amala?tn Daycare according to the provisions of daycare pricing policy. Account may not be in arrears to be eligible for the preferred rate.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 **Human Resources** is responsible for ensuring the consistent application and administration of this policy, throughout the organization, and for recommending the introduction of any new benefit plan, or modifications to any existing benefit plans prior to implementation.

4.02 The Plan Administrator shall be responsible for the administration of the Group Insurance Benefit

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Plan and providing support and information to employees in the processing of benefit claims.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None

7 PROCEDURE

7.01 Approved benefit plans and programs shall be communicated through benefit booklets, published by the plan providers. The booklet or plan summary shall outline the essential elements of each benefit plan, cost sharing arrangements (if any), claims procedures, carrier information, and other pertinent information deemed necessary, or advisable, for understanding the various benefit plans.

7.02 In certain circumstances, OKIB provides benefit plan and programs in a direct basis without normally involving third parties such as insurance carriers or regulatory authorities. Where direct benefits are provided, OKIB shall publish the appropriate policies and procedures governing those plans.

7.03 In the case of conflict related to the administration of, or to the benefits provided by a benefit plan or program, the master contract(s) negotiated with the plan provider(s) and/or regulatory authority shall govern the resolution of such conflict; otherwise, the conflict shall be resolved by the decision of the Executive Director in his or her sole discretion.

7.04 Proposed changes to existing benefit programs, or proposals to introduce new benefit programs, shall be submitted to the Executive Director for approval. Such proposals shall provide a detailed outline of the reasons for the change or introduction, the design of the benefits program, the proposed effective date of the change or introduction, the number of employees affected by the proposal, and a **five** year projection of all costs and/or cost increases associated with the proposal.

(a) Premiums for Group Health and Dental Insurance Benefits and MSP are paid **sixty-five 65%** percent by the OKIB and **thirty-five 35%** percent by the employee, with the employee's share deducted from their pay. Life Insurance and ADD are paid 100% by the OKIB. LTD will be paid by the OKIB for status employees. LTD shall be paid by the employee for non-status employees, however subject to Executive Director approval, they shall receive a wage differential for the cost to maintain equity in the provision of benefits.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.02.BC
Section:	Benefits	Drafted:	Mar. 23,2015
Subject:	VACATION and VACATION PAY	Approved:	
Issue to:	All Manual Holders	Amended:	

4.02 Vacation and Vacation Pay

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to specify vacation entitlements that are earned by employees and to ensure consistency in the calculation and payment of vacation pay.

2 POLICY

- 2.01 Employees shall be provided with the needed opportunity to relax and enjoy time away from work by receiving, where entitled, annual vacation leave with vacation pay.
- 2.02 Employees that have completed their Probationary Period shall be eligible to take vacation time as approved by their immediate supervisor.
- 2.03 Vacation entitlement for full-time employees who are not classified as temporary shall be entitled to the following:

Years of Continuous Service (Work Days)	Days Earned Per Month	Vacation Pay Entitlement (% of Earnings)	Annual Vacation Entitlement (Work Days)
One to four years	1.25	6.0	15
Five to Nine years	1.66	8.0	20
Ten years and up	2.08	10.0	25

- 2.04 Part-time employees who are not classified as on-call shall be entitled to the same vacation entitlements as full-time employees; however, their vacation pay shall be calculated based on their part-time earnings.
- 2.05 Term employees shall be entitled to Vacation Leave and Vacation Pay as set out in their contract of employment and may accrue it during their work term.
- 2.06 On-call employees shall receive **four** percent of vacation pay on each pay cheque. They are not eligible for vacation leave.
- 2.07 Vacation leave shall accrue based on the anniversary date of the employee's date of employment.
- 2.08 An employee shall not accrue Vacation Leave while on unpaid leave.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Division directors are responsible for receiving vacation requests, reviewing, scheduling, approving, and monitoring vacation time requested and taken, and for advising Payroll of any changes to approved vacation plans.

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4.02 Payroll is responsible for monitoring vacation accruals and shall ensure vacation pay is paid in a timely manner, consistent with the provisions of this Statement of Policy and Procedure.

5 DEFINITIONS

5.01 **Wages** include

- (a) Salaries, commissions, or money, paid or payable by an employer to an employee for work,
- (b) Money that is paid or payable by an employer as an incentive and relates to hours of work, production, or efficiency,
- (c) Money, including the amount of any liability required to be paid by an employer to an employee.
- (d) Money required to be paid in accordance with
 - i. A determination, other than costs required to be paid under Canada Labour Code
 - ii. A settlement agreement, and
 - iii. Money required under a contract of employment to be paid, for an employee's benefit to a fund, insurer or other person; money that is paid at the discretion of the employer and is not related to hours of work, production, or efficiency; allowances or expenses; and penalties.

5.02 **Continuous employment** means a period of **twelve** consecutive months of employment including approved vacation time and/or approved leave of absence(s).

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- Canada Labour Code
- SPP HR 4.05.BC – Maternity and Parental/Adoption Leave
- SPP HR 4.10.BC – Emergency Leave
- SPP HR 4.15.BC – Personal Leave
- SPP HR 4.16.BC – Public Duties Leave

7 PROCEDURE

- 7.01 Employees shall submit their vacation leave requests in writing to their division director for approval at least **ten** workdays before the date they wish to commence their vacation leave.
- 7.02 Employees shall not be eligible to schedule vacation leave during their first **six** months of continuous employment, although they will accumulate vacation pay.
- 7.03 The number of days' vacation leave shall not exceed the employee's vacation entitlement.
- 7.04 Vacation leave earned in **one** fiscal year may be carried forward to the next year to a maximum of **fifteen** vacation days, with the written authorization of the division director or Executive Director. Vacation leave carried forward must be taken during the first **six** months of the next year. Human Resources and Payroll department shall audit accrued vacation days.

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7.05 In any case where an employee refuses to schedule a vacation, the OKIB shall have the authority to schedule the employee's vacation leave and require the employee to take the leave. The employee shall be given **two** weeks' notice of scheduled vacation leave.

7.06 The period of vacation leave displaced with another approved leave with pay shall be re-scheduled.

7.07 Earned or accrued vacation leave must be taken in time off, and shall not be paid out, except upon termination of employment or by approval of the Executive Director. More specifically, when the employee commits to a minimum **two** days of vacation leave the Executive Director may approve leave up to **one** week of vacation pay.

7.08 Where an employee terminates his/her employment and is later re-hired, the employee's new employment date shall determine vacation leave entitlement.

7.09 Employees who are transferring within the OKIB departments are eligible to carry forward accrued years of continuous service and vacation leave. Documentation of accrued years of service must be presented to the Executive Director for approval.

7.10 Vacation Scheduling

- (a) OKIB reserves the right, in the future, to schedule vacations or to institute an OKIB-wide vacation shutdown period.
- (b) In the event the operation of a work unit may be impaired by scheduled vacations, the division director may limit the number of employees who can take vacation at the same time. In such cases, the division director, in his or her sole discretion, shall approve vacations based on the operational needs of OKIB. Where all other factors are equal, the division director shall give preference to vacation requests in order of the employee's length of service with OKIB.
- (c) Each employee is responsible to ensure his or her supervisor is notified of work that needs to be completed in his or her absence.

7.11 Illness During Vacation

If an employee becomes ill or is injured after commencing vacation, the period of illness or injury is considered as part of the scheduled vacation and no adjustment or extension of vacation time shall be made.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.03.BC
Section:	Benefits	Drafted:	Mar. 23, 2014
Subject:	BAND and STATUTORY HOLIDAYS	Approved:	
Issue to:	All Manual Holders	Amended:	

4.03 Band and Statutory Holidays

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to specify those days which are observed as holidays and to outline the eligibility requirements for Band and Statutory Holiday.

2 POLICY

- 2.01 A Band or Statutory Holiday is a day on which eligible employees (part-time and full-time) receive a day off with pay and include Christmas Bonus Days.
- 2.02 Band Holidays shall include Family Day, Easter Monday, Aboriginal Day, BC Day, Remembrance Day, Christmas Bonus Days, Boxing Day and other holidays as may be declared by the Chief and Council.
- 2.03 Statutory Holidays shall include New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day and Christmas Day.
- 2.04 To be eligible, they must have worked for the OKIB for at least **thirty** days. An employee who received wages for at least **fifteen** of the **thirty** days prior to the holiday shall receive his/her regular rate of pay for the employee's normal hours of work for the holiday.
- 2.05 Employees who have not worked **fifteen** of the **thirty** calendar days immediately prior to the holiday shall receive **one twentieth** of their regular wages earned during the **thirty** calendar days prior to the holiday.
- 2.06 Where a Band or Statutory Holiday falls on a Saturday, OKIB shall declare the working day immediately preceding the Band or Statutory Holiday as the day off with pay; and where a Band or Statutory Holiday falls on a Sunday, OKIB shall declare the working day immediately following as the day off with pay.
- 2.07 Where a Band or Statutory Holiday falls during the employee's scheduled vacation leave, it shall be charged as a Band or Statutory holiday not as vacation time for the employee.
- 2.08 Employees who are required to work on a Statutory Holiday must have pre-authorization. The employee shall be paid a rate equal to **one and one half** times the regular rate of pay for the time worked on that day and shall be entitled to a day off with pay in lieu of the Statutory Holiday to be scheduled by the immediate supervisor in consultation with the employee.
- 2.09 Where an employee is authorized to work on a day declared a Band holidays, that is not a Statutory Holiday, the employee shall receive his/her regular pay for the time worked on that day and shall be entitled to equivalent time off with pay in lieu to be scheduled by the immediate supervisor in consultation with the employee.
- 2.10 Chief and Council shall have the authority to declare Band Holidays through a policy amendment of this policy.

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3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 Division directors are responsible for advising Payroll, in writing, of the names of those employees who do not qualify for Holiday Pay and the reason(s) for disqualification.

5 DEFINITIONS

5.01 **Christmas Bonus Days** means the afternoon of December 24th and **three** regular working days between Boxing Day and New Year's Day. Additionally where Dec. 24th falls on a Monday the whole day of the 24th is a Christmas Bonus day and where January 1st falls on a Thursday, January 2nd is a Christmas Bonus day.

5.02 **General Holiday Pay** means the amount paid to an eligible employee who is given a day off on a holiday, or a day in lieu thereof, and is an amount equal to at least an average day's pay. This is determined by the formula *amount paid / days worked* where *amount paid* is the wages paid or payable to an employee within the **thirty** calendar days preceding the holiday. This includes, vacation pay for vacation days taken within that period, less any amounts paid or payable for Overtime, and *days worked* is the number of days an employee worked or earned wages within that **thirty** calendar day period.

5.03 **Regular Wage** means:

- a) If an employee is paid by the hour, the hourly wage;
- b) If an employee is paid a weekly wage, the weekly wage divided by the lesser of the employee's normal or average weekly hours of work,
- c) Overtime pay, shift or other premiums, insurance premiums paid by the OKIB on behalf of an employee, benefits provided under any OKIB or government benefit plan are not considered to be wages for the purpose of this policy.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- Canada Labour Code
- SPP HR 2.06.BC – Employment Classifications
- SPP HR 4.02.BC – Vacation and Vacation Pay
- SPP HR 4.15.BC – Personal Leave

7 PROCEDURE

7.01 Work Performed on a Recognized Holiday

- (a) Work performed on a Band or Statutory holiday must be authorized in advance by the division director.
- (b) Work performed on a Statutory Holiday is paid at the rate of **one and one-half** times the employee's Regular Wage for all hours worked up to **twelve** hours.
- (c) Worked performed on a Band Holiday is paid at the employee's regular rate of pay.

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7.02 Work performed on a holiday is not considered when considering an employee's eligibility for Overtime pay.

7.03 Holiday Pay on Cessation of Employment

(a) An employee who ceases employment before a day that is substituted for a holiday and who is otherwise eligible for that holiday, shall receive Holiday Pay in lieu of that substituted holiday.

(b) An employee who ceases employment at the end of the regular work day immediately preceding a holiday which is observed during the same week as the date of termination and who otherwise would normally be eligible for the holiday, shall receive Holiday Pay in lieu of the holiday in addition to any other wages owing at the time of termination.

7.04 Payment or alternative time off shall not be made for holidays occurring during a period of leave of absence without pay.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.04.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	SICK and FAMILY ILLNESS LEAVE	Approved:	
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4.04 Sick and Family Illness Leave

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to establish approval guidelines for Sick and Family Illness Leave requests.

2 POLICY

- 2.01 OKIB shall provide all continuous employees with paid Sick and Family Illness Leave. On-call employees are not eligible.
- 2.02 Full time employees shall earn Sick and Family Illness Leave at a combined rate of **one and a quarter** days for each month of continuous employment in which the employee received his/her regular pay for at least **fifteen** work days.
- 2.03 Part-time employees shall earn Sick and Family Illness Leave on a prorated basis consistent with their scheduled regular hours of work.
- 2.04 Term employees shall earn Sick and Family Illness Leave as set out in their contract of employment.
- 2.05 An employee shall not earn or be eligible for Sick and Family Illness Leave for any period of time in which the employee is on leave without pay, under suspension, or on lay-off.
- 2.06 An employee shall continue to earn Sick and Family Illness Leave while on approved or certified sick or family illness leave, or other leave, where the employee receives his/her regular pay.
- 2.07 Any request for Sick Leave for the purpose of working for another employer or for the purpose of serving a jail sentence will not be granted.
- 2.08 Earned unused Sick Leave shall continue to accumulate from year to year to a maximum of **sixty** days. Sick days accumulated above **sixty** days may be paid as a contribution to the employee's Pension Plan at a rate of \$ 0.50 on the dollar at the fiscal year end.
- 2.09 Employees who take **three** or more consecutive Sick Leave days must provide the supervisor with documentation from a licensed medical professional, confirming that they were unable to work due to illness or injury for the duration of the absence including;
- The reason for absence
 - The date of the most recent examination
 - The date of expected return to work
 - Any recommendations regarding the employee's return to work
- 2.10 OKIB reserves the right at all times to require documentation from a licensed medical professional. Failure to provide a Doctor's certificate when required to do so shall result in the employee not being paid for the related period of Sick Leave.

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- 2.11 The division director may recommend for the Executive Director approval up to **five** days of Sick Leave when the employee has not accrued enough Sick Leave credits under extenuating circumstances with medical documentation.
- 2.12 The employee must "repay" the advanced Sick Leave credits before being able to accrue additional sick leave credits. The repayment shall be within the subsequent **four** months or at termination of employment, whichever comes first.
- 2.13 OKIB shall not dismiss, suspend, lay-off, demote, or discipline an employee while on Sick Leave or family illness leave.
- 2.14 An employee on Sick Leave not resulting from a work related illness or injury, who has completed **six** consecutive months of employment with OKIB, shall be entitled to position and employment protection for a period not exceeding **eighteen** continuous months, after which time the employment agreement shall be deemed to be ended due to the employee's inability to work.
- 2.15 An employee who has suffered a work related illness or injury may not be demoted, disciplined or dismissed, subject to lay off, because of absence from work due to the illness or injury. Where reasonably practicable, the employee shall be returned to his/her position, or be assigned to a different position, with different terms and conditions of employment where the employee is unable to perform the work required prior to the absence.
- 2.16 An employee shall not work for another employer while on Sick Leave. Any employee working for another employer while on Sick or Family Leave will be subject to disciplinary action up to and including termination for Just Cause.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Division directors are responsible for responding to any request for Sick Leave and family illness leave in a timely manner, and for notifying the employee of the disposition of the request. Additionally, division directors are responsible for notifying Payroll of any approved requests for leave.
- 4.02 Employees are responsible for submitting their request for leave as soon as possible and for obtaining any supporting documentation, at their own cost, with respect to the reasons for the leave.

5 DEFINITIONS

- 5.01 **Working day** means a day on which the employee is regularly scheduled to work.
- 5.02 **Sick Leave** means the period of time an employee is permitted to be absent from work at his/her regular rate of pay due to an illness, accident related disability, injury, or quarantine of the

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employee.

- 5.03 **Family Illness** means as the period of time an employee is entitled to be absent from work with pay to attend to the personal health needs of an immediate family member where there is no other person who can reasonably provide assistance.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- SPP HR 3.07.BC – Lateness and Absenteeism
- SPP HR 4.05.BC – Maternity and Parental/Adoption Leave
- SPP HR 4.10.BC – Emergency Leave (Family Responsibility Leave)
- SPP HR 4.12.BC – Jury or Court Leave

7 PROCEDURE

- 7.01 Requests for family illness leave of absence shall be submitted to the employee's division director, as far in advance of the date of commencement of the requested leave as is possible.
- 7.02 The division director may authorize requests for family illness leave without pay, of **three** working days or less. Requests for family illness leave without pay, in excess of **three** working days, and all requests for family illness leave with pay, require the approval of both the division director and Human Resources.
- 7.03 A copy of all approved Leave Request forms shall be provided to payroll and a copy shall be filed in the employee's personnel file.
- 7.04 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.

8 ATTACHMENTS

Leave Request Form

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.05.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	MATERNITY and PARENTAL/ADOPTION LEAVE	Approved:	
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4.05 Maternity and Parental/Adoption Leave

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure employees are aware of their rights related to Pregnancy and Parental Leave.

2 POLICY

- 2.01 All eligible employees are entitled to maternity and parental leave. Such leave shall be without pay.
- 2.02 A female employee who has completed **six** consecutive months of continuous employment shall be eligible for a maternity leave of up to **seventeen** weeks.
- 2.03 The maternity leave may be taken any time during the period that begins **eleven** weeks before the expected date of delivery or ends **seventeen** weeks after the actual delivery date.
- 2.04 The employee must provide written notice of their intention to take the leave at least **four** weeks prior to the date the leave is to begin.
- 2.05 An employee who has completed **six** consecutive months of employment and who assumes actual care and custody of a newborn or newly adopted child, is entitled to Parental Leave of absence of up to **thirty-seven** weeks, but the combined maternity and parental leaves may not exceed **fifty-two** weeks in total.
- 2.06 Parental leave is available to either parent, natural or adopting, and may be shared by both parents in such a way that the total period of leave does not exceed **thirty-seven** weeks. Where the employee is requesting parental leave related to the adoption of a child, the employee should provide the Executive Director with appropriate documentation or a declaration. If the child has physical, psychological, or emotional conditions requiring an additional period of parental care, the employee is entitled to an additional **five** consecutive weeks of unpaid leave beginning immediately after the parental leave ends.
- 2.07 An employee is entitled to-up to **two** days of leave with pay for the birth of his or her child.2.08 Upon request and with the appropriate documentation with respect to an upcoming adoption, an employee is entitled to up to **two** weeks of Pre- Placement Leave without pay per calendar year for the purpose of:
- (a) attending mandatory pre-placement visits with the prospective adoptive child; and
 - (b) completing the legal process required by the child's country; including travel, for an international adoption.
- 2.08 The entitlement to Pre-Placement Adoption Leave ends with the placement of the child in the employee's home.

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- 2.09 Upon request and with appropriate documentation with respect to the placement of a foster child, an employee is entitled to up to **one** week of Foster Leave without pay per calendar year immediately following the placement of a foster child or foster children in his or her home.
- 2.10 Parental leave may be taken any time, and in **one** continuous period, within the **fifty-two** weeks following the child's birth or the time the child actually comes into the parent's custody.
- 2.11 Coverage under the OKIB's Group Insurance Benefits Plan shall continue during the leave provided the employee pays, within a reasonable time, any contributions he or she would normally have paid. The OKIB shall continue to pay the employer's portion of benefit premiums so long as the employee pays his or her share of the costs on a monthly basis.
- 2.12 The OKIB shall not dismiss, suspend, lay-off, demote, or discipline an employee because the employee is pregnant or has applied for leave of absence under this policy.
- 2.13 During approved leave, the employee shall be informed in writing of every employment, promotion, or training opportunity for which the employee is qualified.
- 2.14 Upon the employee's return to work from Maternity or Parental Leave, the employee shall be reinstated into his or her former position, or be given a comparable position of equal rank and pay if the original position has been altered as a consequence of reorganization.
- 2.15 An employee who intends to return to work before the end of his or her approved leave shall give written notice to the Executive Director of his or her intended date of return to work no later than **four** weeks in advance of the intended date of return to work.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees; to term employees as stipulated in their contract of employment.

4 RESPONSIBILITY

- 4.01 Employees are responsible for providing the appropriate written notices and medical certificates required by this Statement of Policy and Procedure.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- SPP HR 2.05.BC – Probationary Period
- SPP HR 4.02.BC – Vacation and Vacation Pay
- SPP HR 4.05.BC – Maternity and Parental/Adoption Leave
- SPP HR 5.04.BC – Workplace Accommodation on the Basis of Disability

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.05.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	MATERNITY and PARENTAL/ADOPTION LEAVE	Approved:	
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7 PROCEDURE

- 7.01 During Pregnancy or Parental leave employees who elect not to participate in the group benefits program must inform their division director in writing.
- (a) The employee is responsible for paying those contributions unless, prior to taking leave or within **two** weeks thereafter, the employee notifies OKIB in writing of his or her intention to discontinue contributions during the leave period. Benefits do not accrue during the leave if required employee contributions are not paid. An employee wishing to continue benefits during the leave shall be required to provide either post-dated cheques or make other suitable arrangements regarding payment of the employee's portion of premiums for benefit coverage.
- 7.02 Except for determining whether an employee has completed a Probationary Period, the period of a Pregnancy Leave is included in calculating an employee's length of employment, service, or seniority.
- 7.03 On expiry of Pregnancy Leave, an employee who returns to work shall be reinstated in the position occupied by her at the commencement of the leave, or if that position is not available, in a comparable position with not less than the same wages and benefits. In the event operations are suspended or discontinued when the leave ends, the employee shall be reinstated when operations are resumed.
- 7.04 An employee who is entitled to Parental leave in addition to Pregnancy Leave must commence that leave upon the expiry of Pregnancy Leave, unless the child has not yet come into the care and control of the employee.
- 7.05 An employee may end a pregnancy leave earlier than planned provided she gives at least **one** month of written notice of the date on which she intends to return to work, and, if requested, provides a medical practitioner's certificate stating the employee is able to resume work.
- 7.06 (a) An employee who does not intend to return to work after the leave ends is required to provide at least **one** month of written notice of resignation. An employee is not permitted to resign her employment before the leave expires.
- (b) An employee who fails to return to work upon the expiry of her Pregnancy Leave and fails to provide a written notice of resignation as required in paragraph 7.06(a) is deemed to have voluntarily resigned her employment effective with the expiry of the leave.
- 7.07 An employee who is on pregnancy leave may defer taking vacation until the leave expires, or, if the OKIB and employee agree to a later date, until the later date.
- (a) Similarly, if an employee is on leave on the day by which her vacation must be completed, the uncompleted part of the vacation must be completed immediately after the leave expires or, if the OKIB and the employee agree to a later date, beginning on that date.
- (b) In the alternative, an employee may make a written request to forgo vacation and receive vacation pay in accordance with the Act rather than completing her vacation.

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Chapter:	Administration & Human Resources	SPP No.	HR 4.05.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	MATERNITY and PARENTAL/ADOPTION LEAVE	Approved:	
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8 ATTACHMENTS
Leave Request Form

9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.06.BC
Section:	Benefits	Drafted:	Mar.23, 2015
Subject:	BEREAVEMENT LEAVE	Approved:	
Issue to:	All Manual Holders	Amended:	

4.06 Bereavement Leave

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to establish an employee's entitlement to a Bereavement Leave in the event of a death of a member of the employee's immediate family or other relatives.

2 POLICY

- 2.01 Employees, except on-call employees, who have completed at least **six** consecutive months of continuous employment with OKIB shall be entitled to Bereavement Leave with or without pay.
- 2.02 An employee may be granted up to **five** consecutive work days leave with pay where there has been a death of an immediate family member, as approved by the division director.
- 2.03 An employee is entitled to up to **one** working day's paid Bereavement Leave in the case of death in the employee's Extended Family as determined by the division director.
- 2.04 As approved by the Executive Director, an employee may also be granted up to **one** day paid Bereavement Leave where he or she is required to be a pallbearer or perform another official function at the funeral of a person other than an Immediate or Extended Family member.
- 2.05 Bereavement Leave pay for part-time employees shall be calculated at a daily rate equal to **one-twentieth** of their earnings during the previous **thirty** calendar days.
- 2.06 The Executive Director may approve Bereavement Leave without pay of up to **five** working days where the employee had a special attachment to the deceased or the family of the deceased.
- 2.07 An employee may be provided Bereavement Leave without pay for up to **four** hours, to attend a funeral except where he or she is required by his or her supervisor to remain at work for the performance of essential services.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees, excluding on-call.

4 RESPONSIBILITY

- 4.01 Employees are responsible for notifying their immediate division director of their need for a Bereavement Leave as soon as possible.
- 4.02 Division directors are responsible for advising Payroll of the name of any employee who takes a Bereavement Leave and for ensuring the payroll record properly reflects the employee's pay entitlement.

5 DEFINITIONS

- 5.01 **Immediate family** means:
- The employee's spouse or same-sex partner

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Chapter:	Administration & Human Resources	SPP No.	HR 4.06.BC
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- A parent, step-parent, foster parent or guardian of the employee, or of the employee's spouse or same-sex partner
- A child, step-child, or foster child of the employee, or of the employee's spouse or same-sex partner
- A grandparent, step-grandparent, grandchild or step-grandchild of the employee
- The spouse or same-sex partner of a child of the employee
- The employee's brother or sister
- Any person who lives with the employee as a member of the immediate family.

5.02 **Extended family** means:

- aunt, uncle
- niece, nephew
- first cousin
- a person or relative who is dependent on the employee for care or assistance and living in the same household
- A grandparent, step-grandparent, grandchild or step-grandchild of the employee' spouse or same sex partner

5.03 **Working day** means a day on which the employee is regularly scheduled to work.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- SPP HR 4.10.BC – Emergency Leave
- SPP HR 4.15.BC – Personal Leave

7 PROCEDURE

7.01 Employees who wish to take a Bereavement Leave shall provide written notice to their immediate supervisor as soon as practicable after learning of a death that qualifies for this type of leave. The notice of leave shall be filed in the employee's Personnel file and a copy shall be provided to Payroll. If necessary, and on behalf of the employee, the immediate supervisor may complete the Request for Leave form.

7.02 OKIB reserves the right to require an employee to provide evidence, such as a photocopy of the death certificate, obituary, burial certificate, or other confirmation, of the need for Bereavement Leave.

8 ATTACHMENTS
Leave Request Form

9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.07.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	SEMINARS and CONFERENCES	Approved:	
Issue to:	All Manual Holders	Amended:	

4.07 Seminars and Conferences

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to encourage employees to increase their knowledge, stay current in their profession, and to continually upgrade their skills. Such improvement is often best accomplished through attendance at seminars or conferences.

2 POLICY

- 2.01 OKIB may pay for employee attendance at approved seminars and conferences where they are directly related to the OKIB's organizational requirements and approved by the division director.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Division directors are responsible for arranging an employee's registration and attendance at an approved seminar or conference and for ensuring a External Meeting Report is completed by the employee in a timely manner.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None

7 PROCEDURE

- 7.01 In advance of any registration or enrolment for a seminar or conference employees are required to obtain approval from their division director to attend a seminar or conference. If the request is approved, the division director shall arrange for the enrolment or registration of the employee in the approved seminar or conference and, if necessary, arrange for appropriate return travel and accommodation during the seminar or conference.
- 7.02 Employees who attend a seminar or conference shall complete The External Meeting Report Form within **two** weeks following attendance at any seminar or conference paid for by OKIB. Copies of the report shall be provided to the employee's division director and the Executive Director.
- 7.03 The division director shall distribute the External Meeting Report to identified divisions during director's meetings of, if relevant, at Council committee meetings.
- 7.04 A copy of the Seminar and Conference Report shall be filed in the employee's Personnel file.

8 ATTACHMENTS

External Meeting Report

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.07.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	SEMINARS and CONFERENCES	Approved:	
Issue to:	All Manual Holders	Amended:	

9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.08.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	PROFESSIONAL ASSOCIATION MEMBERSHIP	Approved:	
Issue to:	All Manual Holders	Amended:	

4.08 Professional Association Membership

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to outline the procedures to be followed for reimbursement of professional association fees to allow employees maintain a professional status or designation.

2 POLICY

- 2.01 OKIB reimburses employees for periodic professional association fees or dues required to maintain professional status. OKIB has sole discretion to determine whether professional status is a necessary qualification for the employee's current job or a foreseeable future position.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees who are required to maintain professional status as a job requirement.

4 RESPONSIBILITY

- 4.01 Division directors are responsible for budgeting for professional fees and expense reimbursement.

5 DEFINITIONS

- 5.01 **Professional association** means an organization which is self-regulating and may accredit members to practice in the profession and to use the appropriate professional designation.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None

7 PROCEDURE

- 7.01 Reimbursement of professional association fees or expenses may be made by completing and submitting a regular expense report.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.09.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	RETIREMENT	Approved:	
Issue to:	All Manual Holders	Amended:	

4.09 Retirement

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to establish a uniform procedure for retirement, to foster retirement planning for employees, and allow human resources planning by OKIB.

2 POLICY

- 2.01 Except in cases where mandatory retirement is allowed under the *Human Rights Code* as a *bona fide* occupational requirement, on and after the effective date of this policy, there will not be a required retirement date.
- 2.02 An employee who wishes to retire is required to give written notice of his or her intention to retire. Although a minimum of **four** weeks of written notice is required, employees in more senior and/or responsible positions are expected to give a longer period in keeping with their level of responsibility in the organization.
- 2.03 Provided that required employee contributions are made to the premiums of insured employee benefit programs, those employee benefit programs shall be continued until the end of the month in which the employee retires.
- 2.04 Under special circumstances, retired employees may be rehired or contracted to meet operational requirements.
- 2.05 The OKIB will provide a retiring employee with a retirement allowance, equal to **one** day's pay for each full year of consecutive full time employment, upon retiring if the employee:
- Has completed at least **ten years** of continuous service with OKIB
 - Has reached a normal retirement date or at least 50 years old
 - Has provided written notice of retirement in accordance with paragraph 2.02 of this policy
 - Is not leaving to work for another organization
- 2.06 Regular wages paid to an employee do not include overtime pay, premium pay, termination pay, severance pay, retirement allowances, or any other premiums or contributions made by OKIB to an employee benefit program.
- 2.07 No employee shall be paid more than one retirement allowance by the OKIB.
- ##### 3 SCOPE
- 3.01 This Statement of Policy and Procedure applies to all employees.
- ##### 4 RESPONSIBILITY
- 4.01 Employees are responsible for providing the OKIB with appropriate written notice of the employee's intention to retire.

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Chapter:	Administration & Human Resources	SPP No.	HR 4.09.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
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4.02 Human Resources/ Payroll Department as well as the employee are responsible for ensuring that the employee has all necessary and relevant information related to retirement and all documentation required before retirement is completed.

4.03 The immediate Supervisor is responsible for forwarding an employee's notice of retirement, and a statement explaining how the Department shall fill any resulting staffing requirements to Human Resources.

5 DEFINITIONS

5.01 **Normal retirement date** means the end of the month in which an employee achieves **sixty-seven (67)** years of age.

5.02 **Retirement allowance** means an amount paid to an employee on or after retiring from an office or employment in recognition of long service.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Employment Standards Act and Regulations* (British Columbia)
- *Human Rights Act*

7 PROCEDURE

7.01 Upon receiving notice of an employee's pending retirement, a member of the Human Resources Department shall contact the employee and notify the employee of any retirement planning information available to the employee, including providing them with referrals for information and services related to retirement, pensions, benefits, premiums, etc.

7.02 Supervisors shall prepare and submit to their division directors a statement outlining how the department will fill any resulting staffing requirements.

7.03 The employee shall receive any outstanding pay entitlements in the first pay period immediately following the employee's retirement, unless the employee directs otherwise. Where permitted by law, some or all of the retirement allowance may be directed to an employee's RRSP.

7.04 Payroll shall calculate the amount of an employee's retirement allowance, if any, and determine directly from the employee the disposition of that allowance (net of required withholdings). The retiring allowance shall be reported to the employee on a T4A or T3 slip in accordance with Canada Customs and Revenue Agency regulations.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.10.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	EMERGENCY LEAVE (Family Responsibility Leave)	Approved:	
Issue to:	All Manual Holders	Amended:	

4.10 Emergency Leave (Family Responsibility Leave)

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to specify the reasons for which emergency leave shall be granted and to establish uniform procedures for the administration of emergency leave of absences.

2 POLICY

- 2.01 OKIB recognizes that personal emergencies occasionally occur and has responded by providing a limited amount of personal emergency leave for full-time employees, to be granted on a discretionary basis.
- 2.02 All full-time employees may receive up to **five** days of personal emergency leave without pay to deal with personal emergencies that are not otherwise covered by another form of leave.
- 2.03 An employee who wishes to take a personal leave must receive permission in writing from their division director as soon as it is practicable following the emergency.
- 2.04 No more than **five** days annually may be taken by any **one** employee for Emergency Leave.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Employees are responsible for advising their immediate supervisor in advance. If the employee must begin the leave before advising the immediate supervisor, the employee must advise the immediate supervisor of the leave as soon as possible after beginning the leave.
- 4.02 Supervisors are responsible for determining an employee's entitlement to emergency leave and for notifying Payroll of the starting and ending dates of emergency leave taken by any employee.
- 4.03 Payroll is responsible for recording accurately the total number of days of emergency leave taken by any employee each year. Additionally, Payroll is responsible for advising a supervisor whether or not an employee has any entitlement remaining for emergency leave under this policy.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- SPP HR 4.15.BC – Personal Leave

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7 PROCEDURE

- 7.01 If an employee takes any part of a day as leave under this policy, the employee shall be deemed to have taken **one (1)** day's leave on that day for the purpose of determining the maximum number of days of leave to which the employee is entitled each year.
- 7.02 OKIB reserves the right to require an employee who takes leave under this policy to provide evidence reasonable in the circumstances that the employee is entitled to such leave.
- 7.03 Emergency Leave taken is included in any calculation of an employee's length of employment or seniority. The period of the leave is not included when determining whether the employee has completed the Probationary Period.
- 7.04 On expiry of Emergency Leave, an employee who returns to work shall be reinstated in the position occupied by that employee at the commencement of the leave, or if that position is not available, in a comparable position and pay level.

8 ATTACHMENTS
Leave Request Form

9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.11.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	COMPASSIONATE CARE LEAVE	Approved:	
Issue to:	All Manual Holders	Amended:	

4.11 Compassionate Care Leave

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to establish procedures to be used by employees who are required to provide care or support to immediate family members who are critically ill.

2 POLICY

- 2.01 OKIB shall provide all employees with up to **eight** weeks of Compassionate Care leave without pay to provide care or support to an immediate family member of the employee who has a serious medical condition with a significant risk of death within **twenty-six** weeks.
- 2.02 Employees making application for Compassionate Care leave must request the leave, in writing, and include a Medical Certificate from a qualified medical practitioner as to the health risk to the immediate family member.
- 2.03 Where an employee is unable to produce a medical certificate prior to the leave, the employee must produce a medical certificate within **fifteen** days of the employee's return to work following the period of Compassionate Care leave.
- 2.04 An employee on approved Compassionate Care leave shall have protection from dismissal, suspension, lay-off, demotion or other discipline as a result of the Compassionate Care Leave.
- 2.05 Upon return from Compassionate Care Leave, the employee must be reinstated to his/her former position or a comparable position if their existing position has been altered as a consequence of reorganization.
- 2.06 If the family member passes on before the scheduled end of the Compassionate Care leave, the Compassionate Care leave shall end on the day that the family member dies and the employee shall then be entitled to Bereavement Leave.
- 2.07 All Compassionate Care Leaves shall require the written approval of the Executive Director.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Employees are responsible for providing **two** weeks of written notice, or as soon as possible, when requesting Compassionate Care Leave and for presenting an appropriate medical certificate prior to commencing the leave or as soon as practicable after commencing the leave.

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5 DEFINITIONS

5.01 For the purpose of this policy only, **Immediate Family Member** means:

- (a) In relation to an employee: an employee's: spouse (including a common-law or a same-sex spouse; a child, step-child, foster child, current or former ward; a parent, step-parent, current or former foster parent or guardian; a sibling or step-sibling; a grandchild; a grandparent; an aunt or uncle; a niece or nephew; any person who lives with the employee as a member of the employee's immediate family; and the spouse of the foregoing individuals.
- (b) In relation to an employee's spouse: a parent, step-parent, sibling or step-sibling, child, grandparent, grandchild, aunt or uncle, niece or nephew, current or former foster parent, current or former ward.
- (c) Any person who considers the employee to be, or whom the employee considers to be, like a close relative.

5.02 **Medical certificate** means a certificate signed by a qualified medical practitioner stating that the immediate family member has a serious medical condition with a significant risk of death within **twenty-six** weeks of when the certificate was issued.

5.03 **Provide care or support** means to participate directly in providing care, providing psychological or emotional support, or arranging care by a third party.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- *Employment Insurance Act (Canada) and Regulations*
- SPP HR 2.05.BC – Probationary Period
- SPP HR 4.06.BC – Bereavement Leave
- SPP HR 4.10.BC – Emergency Leave
- SPP HR 4.15.BC – Personal Leave

7 PROCEDURE

7.01 Compassionate Care Leave may be taken only in **one** week periods during the period that:

- (a) Starts with the first day of the week in which the medical certificate is issued or the date the leave began, whichever is first; and
- (b) Ends with the last day of the week in which the earlier of the following first occurs:
 - the week in which the leave expires;
 - A total of **eight** weeks of leave have been taken;
 - The family member dies; or
 - **Twenty-six** weeks following the issuance of the medical certificate expires.

7.02 An employee who requests Compassionate Care Leave in relation to a person specified in paragraph 5.01(c) may be required to submit a completed copy of a Compassionate Care Benefits Attestation form which is available from Human Resources and Social Development Canada.

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- 7.03 An employee who takes Compassionate Care Leave may take **eight** consecutive weeks of leave or divide up the leave into a maximum of **eight, one** week periods over the **twenty-six** week period. The employee shall advise OKIB how the leave shall be taken.
- 7.04 Any change or revision related to how the leave shall be taken must have the agreement of both the approving supervisor and the employee.
- 7.05 If an employee wishes to return to work prior to the expiry of the leave, the employee must give OKIB **one** weeks' notice.
- 7.06 If an employee wishes to extend the Compassionate Care Leave period beyond **eight** weeks, such a request shall be considered provided a new medical certificate is issued. Otherwise, the request for leave of absence shall be administered in accordance with the Personal Leave policy.
- 7.07 Where **two** or more employees are entitled to Compassionate Care Leave with respect to the same Immediate Family Member, they shall determine the apportionment of the 8 weeks of Compassionate Care Leave between them.
- 7.08 Compassionate Care Leave is included in any calculation of an employee's length of employment or seniority. The period of the leave is not included when determining whether the employee has completed the Probationary Period.
- 7.09 During Compassionate Care Leave, an employee who is eligible to participate in pension plans, life insurance plans, accidental death plans, extended health plans, and/or dental plans, may continue to participate in those plans, unless the employee elects in writing not to do so or the employee provides written notice that he/she does not intend to pay the required contributions to the plan(s).

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.12.BC
Section:	Benefits	Drafted:	Mar.23, 2015
Subject:	JURY or COURT LEAVE	Approved:	
Issue to:	All Manual Holders	Amended:	

4.12 Jury or Court Leave

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to assist employees to fulfill their civic responsibilities to the judicial process by providing paid and unpaid leaves of absence.

2 POLICY

- 2.01 Leave of absence without pay 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, coroner, or Tribunal.
- 2.02 Employees requesting jury duty or court leave shall apply in writing to their division director.
- 2.03 An employee appearing as a party in a court proceeding shall be allowed to utilize Overtime or vacation time to cover the absence.
- 2.04 Staff who support work related clients attending court as part of their jobs do not require court leave to attend court with a client.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all active employees.

4 RESPONSIBILITY

- 4.01 Employee for notifying his or her immediate Supervisor as soon as a Notice for: jury duty, or summons to be a witness is received.
- 4.02 Division directors are responsible for ensuring that proof of time served is obtained from an employee on jury leave, and that time sheets and attendance records of paid and unpaid absences are properly completed and submitted.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- SPP HR 4.15.BC – Personal Leave

7 PROCEDURE

- 7.01 Employees are requested to provide their Supervisor with notice of impending jury service or court attendance requiring leave, as soon as possible.
- (a) Upon serving as a potential juror, juror, or court witness, it is the employee's responsibility to provide the OKIB with proof of time served.
- (b) If the employee has received a paid leave of absence and receives any remuneration from the court or other party for such services, it is the employee's responsibility to report any

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such payments to the OKIB.

7.02 The required documentation must be received by the Supervisor no later than **four** weeks after the end of Jury of Court Witness Leave. Failure to comply with this requirement could result in the equivalent of wages paid during the leave being treated as an overpayment of wages during the leave. Any such overpayment shall be withheld from future wages owing to the employee.

7.03 An employee who is granted time off work under the policy and who serves as a juror, or as court witness, are not required to return to work immediately on that day unless more than **three** hours remain in the employee's regular work shift.

8 ATTACHMENTS
Leave Request Form

9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.13.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	REHABILITATION LEAVE	Approved:	
Issue to:	All Manual Holders	Amended:	

4.13 Rehabilitation Leave

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to assist employees to fulfill their responsibilities to OKIB and to ensure the health and safety of all OKIB members and staff.

2 POLICY

- 2.01 All employees are encouraged to be healthy and free of substance abuse. Where it becomes apparent to the OKIB that an employee is in need of counseling or treatment, the OKIB shall act promptly, firmly, and yet compassionately to support the employee.
- 2.02 Employees shall be supported through the referral and rehabilitation process. Referrals may occur as Self-referrals, supervisor/employee Mutual referral or Mandatory referral.
- 2.03 The Division Directors shall have the authority to approve Rehabilitation Leave without pay.
- 2.04 Where Rehabilitation Leave is approved, the employee may use Sick Leave, time off in lieu, or vacation pay to cover it. If the employee has exhausted those leaves, the employee may qualify for disability benefits or EI sickness benefits.
- 2.05 Where the employee refuses to accept or complete treatment for substance abuse, the employee will be subject to disciplinary action up to and including termination for Just Cause.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all active employees.

4 RESPONSIBILITY

- 4.01 Employee is encouraged to use the self-referral method for obtaining support but is required to attend treatment if a mutual referral or mandatory referral is issued.
- 4.02 Supervisors are responsible for ensuring a fair, equitable and sensitive treatment for all staff and to seek advice from Human Resources and Family and Employee Assistance Programs.

5 DEFINITIONS

- 5.01 **Substance Abuse** means drug or alcohol issues which affect the employee's job performance, or behaviour and which may result in violence or threats of violence to elders, community members, employees, or Chief and Council.

Self-Referral means an employee recognizes they are having a problem and makes a contact with one of the following for an assessment and referral:

- EAP representative;
- Their own medical doctor;
- A drug and alcohol counselor;
- Director of Health and Social Development;

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- Another counselor of their choosing; or
- The Band Social Worker.

Supervisor/ Employee Mutual Referral means that a supervisor and employee mutually agree that help is needed. Supervisor talks to the employee about their concerns and directs the employee to see one of the following for assessment and referral:

- EAP representative;
- Their own medical doctor;
- A drug and alcohol counselor; or
- Another counselor of their choosing.

Mandatory Referral means a mandated by OKIB due to risk or activity that is presenting a serious problem in the work place – the problem is serious enough that the OKIB requires the employee to seek help as part of their continued employment agreement. The employee’s medical doctor shall then be required to set up an agreement with the employee to give progress reports to the OKIB.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- SPP HR 4.15.BC – Personal Leave

7 PROCEDURE

- 7.01 Self-referral: employees shall provide their Supervisor with a request for rehabilitation leave along with proper documentation from one of the referenced resources to Human Resources.
- 7.02 Mutual or Mandatory Referral: supervisors shall submit the rehabilitation leave request along with proper documentation from one of the referenced resources to Human Resources.
- 7.03 Human Resources shall follow up with the relevant medical resource person to ensure that the employee is in compliance with the rehabilitation plan and shall require the completion of a Medical Leave Form before the employee is able to go back to work.

8 ATTACHMENTS

Medical Leave Form

9 REPEALS

None

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Chapter:	Administration & Human Resources	SPP No.	HR 4.14.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	SPECIAL CULTURAL LEAVE	Approved:	
Issue to:	All Manual Holders	Amended:	

4.14 Special Cultural Leave

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to support employees who wish to partake in cultural activities throughout the year if they identify with a specific Culture.

2 POLICY

- 2.01 Employees shall be eligible to participate in custom or traditional events.
- 2.02 Employees requesting Special Cultural Leave shall make their request to their Division Director in writing at least **thirty** days in advance of the date of leave.
- 2.03 Division Directors have the authority to approve a Special Cultural Leave in consultation with Human Resources..
- 2.04 Special Cultural Leave shall be without pay and shall normally not exceed **five** days.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Division Directors are responsible for responding to any request for leave of absence in a timely manner, and for notifying the employee of the disposition of the request. Additionally, Division Directors are responsible for notifying Payroll of any approved requests for leave.
- 4.02 Employees are responsible for submitting their request for leave as soon as possible and for obtaining any supporting documentation with respect to the reasons for the leave.

5 DEFINITIONS

- 5.01 **Culture** means the behaviors, beliefs, characteristic and practices of a particular social, ethnic, or national group.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- SPP HR 4.05.BC – Maternity and Parental/Adoption Leave
- SPP HR 4.06.BC – Bereavement Leave
- SPP HR 4.10.BC – Emergency Leave
- SPP HR 4.12.BC – Jury or Court Leave

7 PROCEDURE

- 7.01 Employees must complete the leave request for and submit to their Division Director for approval.
- 7.02 Division Director shall approve the Special Cultural Leave and submit the form to HR/Payroll.

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8 ATTACHMENTS
Leave Request Form

9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.15.BC
Section:	Benefits	Drafted:	Mar. 23, 2015
Subject:	PERSONAL LEAVE	Approved:	
Issue to:	All Manual Holders	Amended:	

4.15 Personal Leave

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to outline types of personal leave of absence that shall be approved and to establish guidelines for the handling of such requests for personal leaves of absence.

2 POLICY

- 2.01 Personal Leave may only be granted to employees after **two** consecutive years of employment with the OKIB. The OKIB recognizes that an employee may have a need to request a leave from work for personal reasons. Such requests for leave shall be in writing, reviewed on an individual request basis, and shall be without pay.
- 2.02 A Personal Leave shall not exceed a period greater than **three** months or **six** months if you have been employed more than **five** years and shall be reviewed in accordance with the following:
- The employee's stated reasons for the leave
 - Operational requirements and commitments
 - Availability of other leave(s) or earned time off (excluding Sick Leave)
 - Limited to once every **five** years of employment
- 2.03 All earned time off must be taken before Personal Leave is granted (example: Vacation Leave and Overtime Leave).
- 2.04 An employee requesting a leave for personal reasons shall present their request in writing to their Division Director for review and recommendation to the Executive Director, at least **four** weeks before the leave is to commence.
- 2.05 Only the Executive Director shall have the authority to approve Personal Leave.
- 2.06 An employee on personal leave may continue participation in the Group Insurance Benefits Plans, excluding long-term Disability, provided that the employee pays 100% of all premiums.
- 2.07 An employee on Personal Leave shall not accept outside employment without pre-authorization from the Executive Director.
- 2.08 Upon returning from a Personal Leave an employee shall be placed in his/her former position or a position of comparable rank and pay if the position no longer exists due to reorganization.
- 2.09 Personal Leave shall not be granted for the purpose of serving sentences for criminal offences.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

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4 RESPONSIBILITY

- 4.01 Division Directors are responsible for responding to any request for leave of absence in a timely manner, and for notifying the employee if the request is approved. Additionally, Division Directors are responsible for notifying Payroll of any approved requests for leave.
- 4.02 Employees are responsible for submitting their request for leave as soon as possible and for obtaining any supporting documentation with respect to the reasons for the leave.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- SPP HR 4.05.BC – Maternity and Parental/Adoption Leave
- SPP HR 4.06.BC – Bereavement Leave
- SPP HR 4.10.BC – Emergency Leave
- SPP HR 4.12.BC – Jury or Court Leave
- SPP HR 4.13.BC – Rehabilitation Leave

7 PROCEDURE

- 7.01 Requests for personal leave of absence and changes to the length of leave shall be submitted to the employee's Division Director, **four** weeks prior to the date of commencement of the requested leave. The Leave Request Form is used for this purpose.
- 7.02 Requests for personal leave without pay, of **three** weeks or less may be authorized by the employee's **Division Director**.
- 7.03 An employee who returns to work after a leave of absence under this policy shall on return from leave be placed in his or her former position or a position of equal rank and pay.

8 ATTACHMENTS

Leave Request Form

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.16.BC
Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	PUBLIC DUTIES LEAVE	Approved:	
Issue to:	All Manual Holders	Amended:	

4.16 Public Duties Leave

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to provide employees with the opportunity to run for public office and provide service to the community.

2 POLICY

- 2.01 An employee is entitled up to **ninety** days leave without pay to run for election to the federal parliament, provincial legislature, Band Council or a municipal government or school board.
- 2.02 No person may be both an active employee and a member of the Chief and Council of the OKIB; or running for an elected position of the OKIB.
- 2.03 Employees who are elected for office shall be deemed resigned their position with the OKIB.
- 2.04 If an election is appealed, and the appeal may affect whether or not the employee is elected to public office, the Executive Director may extend the leave of absence.
- 2.05 An employee is entitled up to **two** years leave without pay to serve in the Canadian Armed Forces.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Employees are responsible for notifying the Executive Director of their intention to run for public office as soon as practicable.
- 4.02 Nominated employees are responsible for notifying the Executive Director of their intention to run for public office within **one** week of being nominated.
- 4.03 The Executive Director is responsible for approving the Public Duties Leave for employees intending to run for public office.

5 DEFINITIONS

None

6 REFERENCES

None

7 PROCEDURES

- 7.01 An employee who returns to work after a leave of absence under this policy shall on return from leave be placed in his or her former position or a position of equal rank and basic pay.

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7.02 As soon as practical and within **one** week after the Notice of Nomination Meeting for a General Band Election is posted, an employee intending to accept a nomination for a position on the OKIB Chief and Council must give written notice of that intention to the Executive Director.

8 ATTACHMENTS
Leave Request Form

9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 5.01.BC
Section:	Employee Relations Policies	Drafted:	Mar. 23, 2015
Subject:	EMPLOYEE RELATIONS PRINCIPLES	Approved:	
Issue to:	All Manual Holders	Amended:	

Section 5 Employee Relations Policies

5.01 Employee Relations Principles

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to foster open and respectful employee interactions in recognition of employees as a vital component in successfully and profitably achieving the OKIB's mission.

2 POLICY

- 2.01 OKIB aims to employ the best people available and to maintain high quality working relationships with and among all of our employees; relationships based upon mutual trust, respect, courtesy, and tolerance. To this end, we strive to:
- Provide a work environment which is free of discrimination and/or harassment.
 - Provide a work environment that encourages self-motivation and initiative.
 - Provide fair compensation for sustained job performance.
 - Encourage open and frank dialogue about work and/or business issues.
 - Offer equal opportunity for personal development, career growth, and advancement based on individual ability and demonstrated job performance.
 - Provide healthy and safe working conditions for all.
- 2.02 Employees are required to read and sign the Employee Code of Ethics and the Employee Code of Conduct in support of this policy.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Division Directors are responsible for creating a work environment in which employees can learn and/or develop a work ethic consistent with the principles outlined in paragraph 1.01.
- 4.02 Employees are primarily responsible for actions related to their personal development, conduct, and behaviour.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 2.01.BC – Employment Principles
- SPP HR 3.01.BC – Pay Principles
- SPP HR 4.01. BC – Benefits Principles

7 PROCEDURE

- 7.01 Employees shall read and sign the employee code of ethics and employee code of conduct as

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part of their orientation.

7.02 Division Director submits forms to Human Resources for the employee's personnel file.

8 ATTACHMENTS

Employee Code of Ethics
Employee Code of Conduct

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 5.02.BC
Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	DISPUTE RESOLUTION	Approved:	
Issue to:	All Manual Holders	Amended:	

5.02 Dispute Resolution

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to provide an effective problem-solving and dispute resolution process which every employee can utilize. It is a vehicle by which employees may lodge complaints or express concerns to management about their employment relationships with the OKIB, or regarding other issues.

2 POLICY

- 2.01 OKIB believes in resolving employee concerns and disputes, related to their employment relationship, in a prompt and equitable manner.
- 2.02 Employees who express any concerns, or lodge a formal complaint under this policy, or who provide information regarding a complaint under this policy may do so without fear, retaliation, or reprisal. Any such conduct will be subject to immediate corrective action.
- 2.03 Third party complaints regarding the hiring process and personnel matters shall be directed in writing to the Executive Director detailing:
- a) Nature of the complaint or objection to a hiring decision
 - b) Resolution being sought

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Division Directors are responsible for investigating and responding to employees in a timely manner regarding issues or concerns raised through this policy.
- 4.02 Employees who believe they have legitimate complaints or concerns are encouraged to use these procedures – without fear of reprisal or recrimination.
- 4.03 The Executive Director is responsible for informing the Chief and Council of the complaints received and the response given.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 5.01.BC – Employee Relations Principles

7 PROCEDURE

- 7.01 Informal problem-solving
- Employees who believe they have legitimate concerns about any aspect of their employment relationship with the OKIB should first discuss those concerns with their Division Director and attempt to resolve them satisfactorily.

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Division Directors are required to discuss and/or investigate any concern raised, and to respond in an appropriate manner, within **five** working days of learning of the concern or dispute. If the issue is not resolved in a manner that is satisfactory to the employee, a formal written complaint may be lodged by the employee.

7.02 Formal problem-solving

- (a) A formal complaint may be lodged, within **ten** working days of the facts becoming known that give rise to the concern or dispute.
- (b) A formal complaint is required to be in writing, on the Incident Report Form. The completed and signed Form shall be addressed to the employee's Division Director and be presented to that Director or to Human Resources. The employee may request the assistance of any member of the OKIB in preparing a formal complaint. Preparing a formal complaint will not be interpreted as criticism of the Division Director. The recipient of a formal complaint shall provide a copy of the complaint to the recipient's immediate supervisor.
- (c) Within **ten** working days of receiving a formal complaint, or at a time mutually agreed upon, Human Resources shall meet with the employee and Division Director, investigate the complaint, and respond, in writing, to the employee who lodged the complaint.
- (d) If the matter is not resolved in a satisfactory manner, the employee may appeal the matter, within **five** working days of receiving the written response, and consult with Human Resources, in an attempt to resolve the issue.
- (e) If the matter is still unresolved, the **Executive Director** shall review the documentation and make a final binding decision on the parties.

8 ATTACHMENTS
Incident Report Form

9 REPEALS
None

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Chapter:	Administration & Human Resources	SPP No.	HR 5.03.BC
Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	RESPECTFUL WORK ENVIRONMENT	Approved:	
Issue to:	All Manual Holders	Amended:	

5.03 Respectful Work Environment

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to outline the procedures to be followed regarding workplace and sexual harassment and discrimination so that employees reporting alleged incidents will know the matter will be treated confidentially, dealt with appropriately, and may be reported without fear of retaliation or reprisal.

2 POLICY

- 2.01 All employees have the right to:
- Work in a safe and respectful environment
 - Employment free of harassment
 - Protection from harassment
 - Confidentiality in the review of harassment complaints
 - Be fully informed of any complaint made against them
- 2.02 OKIB will not accept harassment in any form, and considers harassment to be a serious offence subject to disciplinary action.
- 2.03 Discrimination with respect to an employee's or person's age, race, colour, nationality, ancestry, religious affiliation, family or marital status, disability, sex, sexual orientation, or criminal conviction also constitutes harassment and is covered by this Respectful Work Environment Policy.
- 2.04 Managerial activities or responsibilities, such as performance counselling, disciplinary action or performance evaluation, are not considered harassment or a breach of the Respectful Workplace policy if they are consistently applied.
- 2.05 This policy applies to harassment committed within the course of employment by an employee against another employee and occurring at or away from the workplace, and during or outside normal working hours including in social media. It also applies to harassment by a community member against an employee while the employee is working.
- 2.06 Allegations of harassment will be dealt with in a fair, unbiased, and timely manner.
- 2.07 An employee who has information relating to a harassment complaint has an obligation to communicate that information to the Director of his/her Division or to the Human Resources Director in a discrete and confidential manner. Harassment complaints will be shared with the alleged harasser and with the individual assigned to investigate the complaint. The fact that a complaint has been made will also be shared with any witnesses who the investigator is requested to interview by either the complainant or the alleged harasser.

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3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.
- 3.02 This Statement of Policy and Procedure applies not only during working time, but to any activities on or off of company premises which could be reasonably associated with the workplace e.g. social events, conferences etc.

4 RESPONSIBILITY

- 4.01 All employees, and particularly employees in management positions, are responsible for ensuring discrimination or harassment is not tolerated in the workplace.
- 4.02 Employees are responsible to report promptly when they become aware of, or hear of, alleged actions or complaints of discrimination or harassment. All employees are responsible for keeping the confidentiality of information received or gained as an employee that is designated as confidential or which may in the future be designated as confidential under the Freedom of Information and Protection of Privacy Act.
- 4.03 Division Directors are responsible for providing a work environment that is free from discrimination and harassment. This responsibility includes actively promoting a positive, harassment-free work environment and intervening when problems occur. Additionally, Division Directors are responsible for dealing with inappropriate actions of others that come to their attention.

5 DEFINITIONS

- 5.01 **Workplace** means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises (offices or plants), work-related social functions (parties, golf games, etc.), work assignments outside OKIB’s offices or plants, work-related travel, and work-related conferences or training sessions.
- 5.02 **Harassment** means engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome. It may include unwelcome, unwanted, offensive, or objectionable conduct that may have the effect of creating an intimidating, hostile, or offensive work environment; interfering with an individual’s work performance; adversely affecting an individual’s employment relationship; and/or denying an individual dignity and respect. Harassment may result from **one** incident but is more closely related to a series of incidents. It may be directed at specific individuals or groups.
- 5.03 **Sexual harassment** is any unsolicited conduct, comment, or physical contact of a sexual nature that is unwelcome by the recipient. It includes, but is not limited to, any unwelcome sexual advances (oral, written, or physical), requests for sexual favours, sexual and sexist jokes, racial, homophobic, sexist or ethnic slurs; written or verbal abuse or threats; unwelcome remarks, jokes, taunts, or suggestions about a person’s body, a person’s physical or mental disabilities, attire, or on other prohibited grounds of discrimination; unnecessary physical contact such as patting, touching, pinching or hitting; patronizing or condescending behaviour; displays of degrading,

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offensive, or derogatory material such as graffiti or pictures; physical or sexual assault.

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; and writing sexually suggestive letters or notes.

- 5.04 **Psychological Harassment** means any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures that affect an employee's dignity or psychological dignity and that results in a harmful work environment for the employee. A single serious incident of such behaviour that has a lasting and harmful effect on an employee may also constitute psychological harassment.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- Canada Human Rights Act
- *Freedom of Information and Protection of Privacy Act*
- SPP HR 2.01.BC – Employment Principles
- SPP HR 5.01.BC – Employee Relations Principles
- SPP HR 5.02.BC – Dispute Resolution
- Bill 14 - Workers Compensation Act

7 PROCEDURE

- 7.01 An employee who feels harassed is encouraged to make the alleged harasser aware of their disapproval and/or uneasiness with a specific action or behaviour. Alternatively, the employee may notify their Division Director or Human Resources and have the matter addressed through the informal dispute resolution process outlined in Policy 5.02.
- 7.02 Any employee who feels harassed should keep a written record of all incidents of harassment. The written record should include the nature of the behaviour, dates, times, witnesses (if any), and any action taken by the employee to let the alleged harasser know of their disapproval, including an informal dispute resolution started.
- 7.03 If unable to resolve the matter directly with the alleged harasser or through the informal dispute resolution process, an employee who feels harassed may make a formal harassment complaint to their Division Director. If the complaint relates to the Division Director, it should be brought to the Executive Director. At each step, the Human Resources Director must be involved.
- 7.04 The first task of the Division Director will be to review the complaint with Human Resources and determine whether it falls within the parameters of the Harassment Policy. The complaint may not fall within the policy if the subject matter of the complaint does not meet one of the definitions of harassment as described above.

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- 7.05 Complaints that do not fall within the parameters of the Harassment Policy will be handled by the employee's Division Director in the same way as any other employment issue. The Division Director will attempt to resolve the employee's concern, but will not follow the Harassment Policy in doing so.
- 7.06 Where the complaint is determined to fall within the Harassment Policy, the Human Resources Director will begin to investigate the complaint.
- 7.07 As soon as the Human Resources Director receives a complaint of harassment, he or she will meet with the complainant to determine whether any changes in reporting relationships or work locations are necessary while the complaint is being investigated.
- 7.08 The Human Resources Director, within **five** days of receiving the complaint, provide a copy of it (or summary of it if it was made verbally) to the alleged harasser and encourage the alleged harasser to prepare a response to the complaint.
- 7.09 The Human Resources Director will interview the complainant, the alleged harasser, and any witnesses identified by either party as soon as possible after receiving the complaint. The individual conducting the investigation will then prepare a report of the investigation results summarizing their findings and making a determination as to whether harassment occurred. The report will be provided to the **Executive Director** within **five** days of the completion of the report.
- 7.10 The Human Resources Director in partnership with the **Executive Director** will review the report and within **five** days will:
- (a) Advise the complainant and the alleged harasser in writing that the OKIB accepts or rejects the report and that appropriate action will be taken, as warranted.
 - (b) Take the warranted action recommended by the report.
- 7.11 If harassment is found to have occurred and the harasser is an employee, the Discipline policy will be followed. If the harasser is a band member or member of the public, the following penalties will be imposed:
- (a) First occurrence: the harasser will be warned in writing that such conduct is unacceptable and must not reoccur;
 - (b) Second occurrence: the harasser will not be permitted on the any OKIB office or worksite for **one** month. During the **one** month period, any contact with the Okanagan administration will be through a designated person;
 - (c) Third occurrence: the requirement to communicate with the Okanagan administration through a designated person will be made permanent.
- 7.12 If the harasser is the Executive Director or Chief or Council member, **Human Resources** shall conduct an investigation with an independent investigator.

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7.13 This policy does not preclude an employee from filing a complaint of harassment under paragraph 8 of the Canadian Human Rights Act or seek any other legal remedies.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 5.05.BC
Section:	Employee Relations	Drafted:	Mar.23, 2015
Subject:	WORKPLACE ACCOMODATION on the BASIS of DISABILITY	Approved:	
Issue to:	All Manual Holders	Amended:	

5.04 Workplace Accommodation on the Basis of Disability

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to establish a process by which persons with a disability may request and receive accommodation.

2 POLICY

- 2.01 Provided a person with a disability is able to perform the essential duties of their own job or other available work and the employee requests accommodation in order to do so, the OKIB has a duty to make a reasonable effort to accommodate that person, subject to operational requirements and financial costs to the point of undue hardship to the OKIB.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all OKIB locations and in British Columbia and all employees.

4 RESPONSIBILITY

- 4.01 Each Division Director is responsible for ensuring the principles outlined in this Statement of Policy and Procedure are adhered to throughout all business activities.

5 DEFINITIONS

- 5.01 **Disability** means for the reason that the personal has or has had, or is believed to have or have had:
- (a) Any degree of physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, including diabetes mellitus, epilepsy, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or on a wheelchair or other remedial appliance or device;
 - (b) A condition of intellectual disability or impairment;
 - (c) A learning disability, or a dysfunction in **one** or more of the processes involved in understanding or using symbols or spoken language;
 - (d) A mental disorder; or
 - (e) An injury or disability for which benefits were claimed or received under the *Workers Compensation Act*.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- Canada Human Rights Act
- SPP HR 2.01.BC - Employment Principles

7 PROCEDURE

- 7.01 Employees who wish to raise a potential accommodation issue shall do so by submitting a request for accommodation, in writing, to their Division Director. The request shall:

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- Describe the condition or circumstances causing the accommodation issue;
- Describe, in detail, the accommodation sought to address the need.

- 7.02 When necessary to facilitate the assessment and determination of the accommodation, the employee may be required to provide relevant medical information to the OKIB. Employees seeking accommodation are expected to provide their fullest cooperation in providing any information or medical assessments relevant to determination of the accommodation request.
- 7.03 The Division Director and the Human Resources Director will jointly assess the accommodation issue in light of the information provided. During the assessment phase, the OKIB reserves the right to require further information, including relevant medical information or opinions. The OKIB further reserves the right to require the employee to participate in a formal needs assessment by a qualified medical practitioner or other trained professional in order to assist in determining what accommodation is needed, how much it will cost, and how it can be provided.
- 7.04 The Division Director and Human Resources Director will jointly finalize a decision regarding the accommodation issue. The Division Director shall communicate the decision to the employee.
- 7.05 If the employee is not satisfied with the written decision regarding the request for accommodation, the employee may appeal the decision to the **Executive Director** for further review. The decision of the Executive Director shall be final and binding upon the parties.

8 ATTACHMENTS

None

9 REPEALS

None

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Chapter:	Administration & Human Resources	SPP No.	HR 5.05.BC
Section:	Employee Relations	Drafted:	Mar.23, 2015
Subject:	CONDUCT and BEHAVIOUR	Approved:	
Issue to:	All Manual Holders	Amended:	

5.05 Conduct and Behaviour

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to promote understanding of what is considered acceptable and unacceptable conduct and behaviour and to encourage consistency throughout the OKIB.

2 POLICY

- 2.01 Employees shall conduct and present themselves in a professional manner at all times, on and off the job, especially while;
- Performing work for the OKIB
 - Representing the OKIB
 - Participating in OKIB-organized activities or events
 - While participating in OKIB affiliate activities
 - Dealing with outside organizations or persons
- 2.02 Employees shall sign and comply with the OKIB Employee Code of Conduct, Code of Ethics and Declaration of Confidentiality.
- 2.03 Employees shall use the facilities, property, and supplies that are owned or rented by the OKIB, with care and due diligence, and as authorized for Band purposes.
- 2.04 Employees owe a duty of loyalty to the OKIB and shall not breach that duty by publicly criticizing the OKIB and its policies, other employees or the Chief and Council such actions shall be subject to disciplinary action.
- 2.05 Employees shall display a level of integrity and professionalism that always promotes the image and mandate of the OKIB.
- 2.06 Employees are to carry out the duties and responsibilities of their positions to the best of their ability, and according to the OKIB policies and procedures, bylaws and applicable legislations.
- 2.07 Employees are encouraged to use their initiative to find ways of doing their work more efficiently, effectively, and economically and comply with applicable laws and legislation regarding their work.
- 2.08 Employees are to promptly carry out instructions from their supervisors and Division Directors, be cooperative with their supervisors and co-workers, and work collaboratively with other employees.
- 2.09 No employee shall perform or be requested to perform a task that is unethical or morally inappropriate or unsafe. The OKIB asserting Okanagan Title and Rights on behalf of the Band or the Okanagan Nation shall not be considered unethical, morally inappropriate or illegal for the purposes of this policy.

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2.10 Employees will not participate in partisan political activity during the working day or at any time during which the employee is on official OKIB business. Participation in demonstrations which the employee feels is part of their moral/ethical duty to be done during an employee's own time, shall not be a breach of this policy.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 Each employee is responsible for observing rules of conduct and behaviour that are normally accepted as the required standard at the OKIB.

4.02 Division Directors are responsible for counselling employees promptly when their conduct or behaviour is inconsistent with the intent of this Statement of Policy and Procedure.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 2.01.BC – Employment Principles
- SPP HR 5.01.BC – Employee Relations Principles
- SPP HR 5.03.BC – Respectful Work Environment
- SPP HR 5.06.BC – Discipline

7 PROCEDURE

7.01 Employees who are in breach of the policy on employee conduct and behaviour shall be informally counselled on expectations.

7.02 Supervisors shall follow the procedures outlined in the Discipline policy when addressing continued behaviour not rectified through the informal counselling process.

8 ATTACHMENTS

OKIB Employee Code of Conduct
 OKIB Employee Code of Ethics
 OKIB Oath of Confidentiality

9 REPEALS

None

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Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	DISCIPLINE	Approved:	
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5.06 Discipline

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to encourage consistent use of corrective action in the event of undesirable or unacceptable conduct, behaviour or violations of policies, procedures or standard practices.

2 POLICY

- 2.01 Corrective action in an orderly and progressive manner for the purpose of improving an employee's performance or conduct is a managerial responsibility.
- 2.02 Discipline shall be administered for Just Cause in a progressive manner. In cases of misconduct, the OKIB may skip one or more steps in the process. The level and nature of the disciplinary action will depend on the seriousness of the misconduct.
- 2.03 The act of conduct giving rise to the need for disciplinary action may occur during or outside of the scheduled workday, normally while the employee is working, or engaged in a work-related activity. For greater clarity, releasing confidential information is considered a work-related activity, even if done during non-working hours; or related to the expectation or behaviour of the employee's specific job description.
- 2.04 The first step of disciplinary action is Corrective Counselling. The employee's immediate supervisor shall make reasonable efforts to counsel the employee by explaining the nature and impact of the employee's questionable conduct and suggesting corrective measures.
- 2.05 Verbal Warning – If after corrective counseling, an employee's performance or conduct does not improve to the level required, the employee's immediate supervisor shall provide the employee with a verbal warning. The verbal warning shall be noted in the employee's Personnel File, with the details of the warning recorded. Every warning, whether verbal or in writing, shall consist of the following:
- (a) An explanation of the poor performance or misconduct that has resulted in a warning being given;
 - (b) An explanation of what the employee must do to correct their performance or misconduct so that the employee understands the standard they must meet going forward; and
 - (c) A caution that if the required standard is not met or misconduct is repeated, the employee will be subject to further disciplinary action, up to and including termination of employment with Just Cause.
- 2.06 Written Warning – Where a corrective counselling or verbal warning do not result in the required level of performance or conduct, the employee's immediate supervisor, in consultation with Human Resources shall issue a written warning, and may result in the employee being on disciplinary probation. Eligibility for Merit Increase is forfeited for the year an employee has been on disciplinary probation.

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- 2.07 Disciplinary probation - The Executive Director in consultation with Human Resources and the Division Director may place an employee on disciplinary probation for Just Cause for a period of not more than **six** months. Such action shall be in writing and must contain the specifics of the conduct for which the employee is being placed on probation. Also included must be the training, counselling and performance requirements, which must be met, for an employee to be removed from probation. A copy signed by both the employee and the Executive Director shall be placed permanently in the employee's Personnel File, with a copy provided to the employee. Additional incidents during a disciplinary probation may result in suspension or termination of employment.
- 2.08 Final written - Where a written warning does not result in the required level of performance or conduct, the employee's immediate supervisor, in consultation with Human Resources shall issue a final written warning. A final written warning stipulates that further incidences shall result in termination of employment.
- 2.09 Disciplinary suspension - Where poor performance or questionable conduct warrants, the Executive Director in consultation with Human Resources and the Division Director may issue a notice of Disciplinary Suspension without pay to the employee. Depending on the severity of the incident or act, the suspension may be up to **five** days while an investigative report is completed but may be extended further dependent on the results of the investigation.
- 2.10. Termination - Where all previous disciplinary action and counseling efforts have failed to resolve continuing poor performance or questionable conduct or where the disciplinary act is sufficiently serious, the employee may be dismissed for Just Cause. Only the Executive Director has the authority to approve the dismissal of an employee and the Executive Director may not delegate this authority. A dismissal may follow a suspension after completion of the investigative report. A notice of employment termination shall be placed permanently in the employee's Personnel file and a copy given to the employee.
- 2.11 An employee may apply to the Executive Director for the removal of a verbal or written warning from the employee's personnel file **eighteen** months after the date the warning was issued, if no further disciplinary action has been issued since then. If the Executive Director feels that the employee's performance or conduct has improved to a satisfactory level, the warning shall be removed from the personnel file.
- 2.12 Grounds for Discipline include, but are not limited to:
- Insubordination
 - Excessive tardiness
 - Excessive absenteeism
 - Unsatisfactory job performance
 - Impairment
 - Theft
 - Violence or Harassment
 - Unauthorized possession of weapons

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- Falsification of records, reports, etc.
- Breaching the Code of Conduct, or Code of Ethics or the Declaration of Confidentiality
- Unauthorized use, waste, intentionally damaging or destroying the OKIB property
- Failure to adhere to this policy, the OKIB Personnel Policies and Procedures, the OKIB by-laws; or to other applicable provincial or federal laws
- Excessive personal communication during working hours
- Failure to use safety devices or practices or endangering the safety of others
- Misconduct

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all non-probationary employees.

4 RESPONSIBILITY

4.01 Employees are responsible for performing their work in a competent manner and displaying conduct and behaviour that is consistent with our policies and practices, as well as those practices that are regarded as standard in a business.

4.02 Supervisors and Division Directors are responsible for training, counselling, and coaching employees to understand the expectations of the OKIB and the improvements that are necessary to achieve the desired level of performance and/or behaviour.

4.03 Each Division Director is responsible for ensuring employees are treated fairly, with dignity and respect, and for ensuring that employees have been provided with appropriate information and assistance throughout the discipline process.

4.04 The Human Resources Director is responsible for ensuring this policy is applied objectively, promptly, and consistently to all employees and throughout all operations; and to provide advice and assistance to management throughout the discipline process and in the application of the procedures outlined herein.

5 DEFINITIONS

5.01 **Discipline** means a corrective action taken by the OKIB towards an employee for Just Cause.

5.02 **Just Cause** means the employer has the ability to take corrective discipline or measures, based on clear, compelling and justifiable reasons.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 2.01.BC – Employment Principles
- SPP HR 2.05.BC – Probationary Period
- SPP HR 2.10.BC – Termination of Employment
- SPP HR 5.01.BC – Employee Relations Principles
- SPP HR 5.05.BC – Conduct and Behaviour
- SPP HR 5.10.BC – Whistleblower Protection

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7 PROCEDURE

- 7.01 Disciplinary action may be administered at any time when an incident or developing pattern of behaviour creates a serious concern for the immediate supervisor. Disciplinary action may be administered in the form of informal counselling or formal discipline. Any informal counselling or formal discipline shall be administered as soon as possible (within **twenty four** hours) after the Division Director knows the facts giving rise to the discipline.
- 7.02 **Corrective counselling** – When an incident occurs that warrants informal counselling under this policy, the employee's immediate supervisor shall bring the incident to the employee's attention, as soon as the facts giving rise to the incident become known. The supervisor and the employee should discuss the concerns and agree on a corrective action plan, if necessary. The supervisor is expected to follow-up with the employee to ensure the corrective action plan is effective and the desired results are achieved. If the desired changes or results are not achieved after a reasonable period of time, then formal disciplinary action may be implemented.
- 7.03 **Formal Discipline: Verbal Warning** - This formal step usually occurs when informal counselling has not produced the required results; or a situation has become progressively worse with respect to the same concern or another unrelated, but cumulative situation.
- Employee actions giving rise to a verbal warning must be investigated and documented by the immediate supervisor and then be brought to the attention of the employee. The documented facts are useful in preventing misinterpretation and are used in establishing the standard of performance and/or behaviour that is expected.
 - Supervisors are required to keep a record of all verbal warnings that are issued in the employee's personnel file.
- 7.04 **Formal Discipline: Written Warning** - Written warnings are considered a severe disciplinary action and are usually issued after verbal warnings have failed to correct a concern; or, the situation warrants discipline that is more severe than informal counselling or a verbal warning.
- Prior to issuing a written warning, the immediate supervisor shall document all pertinent facts related to the incident. A written warning shall contain a full description of the facts giving rise to the warning and include the date, time, and place of the incident(s) upon issuing a written warning a corrective action plan which outlines the improvement(s) required and the time frame within which the improvement(s) are to be achieved shall be developed. Whenever possible, the corrective action plan should be mutually acceptable to and be signed by both parties. A copy of the written corrective action plan shall be provided to the employee. A follow-up meeting should be scheduled no later than **thirty** days following the date on which the written warning and corrective action plan is issued.
 - Written warnings, related documentation, and corrective action plan are required to be filed in the employee's Personnel file.

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- If, in the opinion of the supervisor, a written warning fails to correct the concern, more severe disciplinary action may be required, including progression to a higher level of involvement. Higher level of involvement may include the Division Director, depending upon the circumstances; and may also include advising the employee that failure to correct shortcomings could place the employee's continued employment at risk.

7.05 **Formal Discipline: Disciplinary Suspension**

- (a) A Division Director may suspend an employee with pay for up to **five** working days consistent within the provisions of this Statement of Policy and Procedure.
- (b) Suspension from duty may occur only after the written warning discipline step has failed to correct the situation and the employee has been properly advised that a suspension may also occur, without prior warnings, if the suspension is administered because of unacceptable conduct or behaviour. A suspension requires the approval of both the **Human Resources Director** and **Executive Director** before being issued.

7.06 **Immediate Suspension with an Investigation**

- (a) Immediate suspension from duty without the approval of the Human Resources Director and **Executive Director** is an option available to supervisors **only in the event** that the specific incident demands immediate serious remedial action to correct gross insubordination or to protect the health/safety of employees or to protect the assets of the OKIB. In those rare and exceptional circumstances where this option is used, the suspension will be up to three **days**, pending an investigation of the events surrounding the suspension. The **Human Resources Director** and the **Executive Director** must be notified immediately of any suspension of this nature. The investigation of an immediate suspension must be concluded within **forty-eight** hours. Where possible, the suspended employee shall be notified of the results of the investigation within **three** days after the suspension occurs.
- (b) If, after investigating the allegation of misconduct, the Division Director determines that no disciplinary action is required, the employee will be paid for the period of the investigative suspension.
If, after investigating the allegation of misconduct, the Division Director determines that that a suspension without pay or termination is required, the employee will not be paid for the period of the investigative suspension.

7.07 **Termination**

- (a). Termination may occur only after the formal discipline steps have been exhausted or the investigation of an immediate suspension is deemed to warrant such action. The decision to terminate an employee is a serious step that can have repercussions for both the employee and for the OKIB.
- (b) A discharge, for any reason, must be properly documented and approved, in advance, by the Human Resources Director and the **Executive Director**. The Recommendation to Terminate Form is used for this purpose.

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7.08 Recording Disciplinary Actions

- (a) The person responsible for imposing a disciplinary measure shall place a written record of it, including copies of documentation provided to the employee, on the employee's personnel policy.

7.09 Employee Rights

- (a) An employee who disagrees with disciplinary action imposed on him or her may make a complaint in accordance with the Dispute Resolution Policy 5.2
- (b) An employee is entitled to view and make copies of disciplinary documents on his or her personnel file.

8 ATTACHMENTS

Recommendation to Terminate Form

9 REPEALS

None

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Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	INFORMATION PROTECTION	Approved:	
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5.07 Information Protection

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to preserve the privacy and protection of information for employees, clients, vendors, affiliates, members and the OKIB.

2 POLICY

- 2.01 The OKIB is committed to protecting the privacy of its employees, clients/customers, and confidential business information.
- 2.02 Employees are obligated to ensure that personal information to which they may have access remains confidential, is only used for the purposes for which it was collected, is not disclosed without authorization, or used for personal gain.
- 2.03 Employees are required to follow all procedures regarding collection, use, and disclosure of personal information as set out in this policy.
- 2.04 Employees who disclose personal information, contrary to this policy will be subject to disciplinary action up to and including termination for Just Cause.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees, contractors, subcontractors of the OKIB or anyone else who is granted access to personal, privileged and/or confidential information.

4 RESPONSIBILITY

- 4.01 Employees are responsible for:
- Keeping their own employee files current regarding name, address, phone number, dependents, etc.
 - Being familiar with and following policies and procedures regarding personal information;
 - Obtaining the proper consents and authorizations prior to disclosure of personal, privileged, and/or confidential information;
 - Immediately reporting any breaches of confidentiality to their Supervisor;
 - Keeping private passwords and access to personal, privileged, and/or confidential data;
 - Explaining this policy to clients and referring them to **Human Resources Director** if necessary;
 - Relinquishing any personal, privileged, confidential, or client information in their possession before or immediately upon termination of employment.
- 4.02 Supervisors are responsible for:
- Notifying employees of the purposes of the collection, use and disclosure of employee personal information and obtaining consent from employees'
 - Ensuring policies and procedures regarding collection, use, and disclosure of personal

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information are consistently adhered to;

- Responding to requests for disclosure only after the proper release is obtained;
- Cooperating with Human Resources Director to investigate complaints or breaches of policy;
- Obtaining from terminating employees prior to their termination any personal, privileged, confidential, or client information in their possession;
- Ensuring that disclosure of personal information or personal health information to a Third Party is done with the approval of the Human Resources Director in order to minimize risk of non-compliance with applicable legislative or regulatory regimes.

4.03 Human Resources and/or Payroll personnel are responsible for:

- Ensuring that appropriate consents have been obtained from employees with respect to the collection, use, and disclosure of employee personal information;
- Maintaining systems and procedures to ensure employee records are kept private;
- Obtaining the proper consents and authorizations prior to disclosure of information contained in employee records;
- Responding to employees' requests for access or corrections to their files;
- Ensuring proper disposal of unnecessary files/information;
- Maintaining separate files to ensure that personal health information is protected;
- Ensuring that disclosure of personal information or personal health information to a Third Party is done with the approval of the Human Resources Director in order to minimize risk of non-compliance with applicable legislative or regulatory regimes.

4.04 The Human Resources Director is responsible for:

- Internal compliance with applicable policies or legislation;
- Cooperating with supervisors, human resources and/or payroll personnel in developing internal policies for the collection, use, and disclosure of personal information and personal health information of employees and clients;
- Monitoring and responding to Third Party requests for personal information or personal health information
- Ensuring appropriate consents are obtained for the collection, use, and disclosure of personal information and personal health information;
- Where collection, use, or disclosure is permitted without prior consent, notifying individuals of the collection, use, and disclosure of personal information and/or personal health information after such occurrence.

5 DEFINITIONS

5.01 **Contact information** means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business e-mail or business fax number of the individual.

5.02 **Employee personal information** means personal information about an individual that is collected, used, or disclosed solely for the purposes reasonably required to establish, manage, or

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terminate an employment relationship between the organization and that individual, but does not include personal information that is not about an individual's employment, contact information, or work product information. Employee personal information also includes information that may relate to the work performance of the individual, any allegations, investigations, or findings of wrongdoing, misconduct, or discipline but does not include contact information or job description.

5.03 **Personal information** is any information about an identifiable individual and includes employee personal information. Personal information also includes information such as race, ethnic origin, colour, age, marital status, family status, religion, education, medical history, criminal record, employment history, financial status, address, telephone number, WCB claims information, and any numerical identification, such as Social Insurance Number.

5.04 **Personal health information** is information about an identifiable individual that relates to the physical or mental health of the individual, the provision of health care to the individual, the individual's entitlement to payment for health care, the individual's health card number, the identity of providers of health care to the individual or the identity of substitute decision-makers on behalf of the individual.

5.05 **Third parties** are individuals or organizations other than the subject of the records or representatives of the OKIB. Note that in certain circumstances, the OKIB may be entitled to provide personal information to an external party acting as an agent of the OKIB.

5.06 **Work product information** means information prepared or collected by an individual or group of individuals as a part of the individual's or group's responsibilities or activities related to the individual's or group's employment or business but does not include personal information about an individual who did not prepare or collect the personal information.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Personal Information Protection and Electronic Documents Act (PIPEDA)* (Canada)
- *Workers compensation Act* (British Columbia)
- SPP HR 2.11.BC – Third Party Reference and Information Requests
- SPP HR 5.11.BC – E-Mail and Internet Use
- SPP HR 5.14.BC – Conviction of a Criminal Offence

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7 PROCEDURE

- 7.01 An employee's supervisor, higher-level Division Directors, Human Resources and payroll personnel shall have access to employee records containing employee personal information. An employee's supervisor, higher level Division Directors, Human Resources, and payroll personnel shall have access to an employee's personal health information in the Human Resources Director determines that such access is permissible and necessary. Personal information and personal health information shall not be disclosed outside of the organization without the knowledge and/or approval of the employee. Notwithstanding the foregoing, the OKIB shall cooperate with law enforcement agencies and shall comply with any court order or law requiring the use or disclosure of personal information without the employee's consent.
- 7.02 Employee's may request access to review their own file by making arrangements with the Human Resources department. Employees shall provide at least **twenty-four** hours' notice to the [Human Resources] department. Employees may obtain a copy of any document in their file which they have signed previously. No material contained in an employee file may be removed from the file. A representative of the Human Resources department shall be present during viewing of the file. Notwithstanding the foregoing, an employee is not allowed access to his or her file if the file contains information which would reveal the identity of an individual who has provided personal information about that individual and the individual providing the personal information does not consent to disclosure of his or her identity. If that information can be severed from the file, the employee may have access.
- 7.03 An employee may provide a written notice of correction related to any data contained in the employee's file. The notice of correction shall be provided to the Human Resources department. If the OKIB is satisfied on reasonable grounds that such a request should be implemented, the information shall be corrected as soon as reasonably possible and the corrected personal information shall be sent to each organization to which the personal information was disclosed during the year before the date the correction was made. If no correction is made, the OKIB shall annotate the personal information under its control with the correction that was requested but not made.
- 7.04 Employee requests for disclosure of their own personal information to Third Parties must be accompanied by a completed, signed and dated Authorization to Release Information form. Attachment A to this policy is used for this purpose. This form should also be used in dealings with insurance companies with respect to employee benefits and to provide confirmation of earnings to financial institutions for lending purposes.
- 7.05 Unless retention of personal information is specified by law for certain time periods, personal information that is no longer required to fulfill the identified purpose shall be destroyed, erased, or made anonymous within **twelve** months after its use.
- 7.06 Client Information
- (a) Personal, privileged and/or confidential information about customers and clients may only

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be collected, used, disclosed and retained for the purposes identified by the OKIB as necessary, and only after such purpose has been disclosed to customers and clients prior to collection, and their consent obtained.

- (b) Employees must ensure that no personal, privileged and/or confidential client information is disclosed without the client's consent and then only if security procedures are satisfied.
- (c) Client information is only to be accessed by employees with appropriate authorization.
- (d) Unless retention of personal information is specified by law for certain time periods, personal information that is no longer required to fulfill the identified purpose shall be destroyed, erased or made anonymous within **twelve** months after its use.

7.07 Work product information may be collected, used or disclosed without consent and employees do not have the right of access to this information.

7.08 Notwithstanding paragraphs 7.01(e) and 7.02(d), personal information that is the subject of a request by an individual or a Privacy Commission shall be retained as long as necessary to allow individuals to exhaust any recourse they may have under PIPEDA or PIPA.

7.09 Concerns or complaints related to privacy issues must be made, in writing, to the Human Resources Director setting out the details of the concern or complaint. The **Human Resources Director** shall investigate the matter forthwith and make a determination related to the resolution of the concern(s) or complaint(s).

7.10 No employee shall be disadvantaged or denied any benefit of employment by reason that the OKIB believes that an employee will do anything referred to in paragraphs (a), (b), or (c) below or by reason that an employee, acting in good faith and on the basis of reasonable belief,

- (a) Has disclosed to a Privacy Commissioner that the OKIB or any other person has contravened or intends to contravene a provision of PIPEDA or PIPA related to the protection of personal information;
- (b) Has refused or stated the intention of refusing to do anything that it is in contravention of a provision of PIPEDA or PIPA related to the protection of personal information;
- (c) Has done or stated an intention of doing anything that is required to be done in order that a provision of PIPEDA or PIPA related to the protection of personal information not be contravened.

7.11 An employee who is found to be in breach of this policy will be subject to disciplinary action up to and including dismissal for Just Cause.

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7.12 In the course of their employment, employees shall be party to confidential information about the OKIB and its business dealings and about Okanagan Indian Band members. Confidential information includes personal information about individuals, including:

- (a) Medical, psychiatric, or physiological diagnosis, condition, treatment, or evaluation;
- (b) Employment, occupation, or educational history (with the exception of the employee's workplace contact information);
- (c) Finances, income, assets, liabilities, net worth, bank balances, financial activities or credit worthiness;
- (d) Eligibility for income assistance or social service benefits or the level of benefits.

8 ATTACHMENTS

Consent to Release of Information

9 REPEALS

None

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Chapter:	Administration & Human Resources	SPP No.	HR 5.08.BC
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5.08 Religious Accommodation

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to respect each employee's freedom of Religion. The purpose of this Statement of Policy and Procedure is to ensure respect and accommodation of employees' diverse cultures related to Religious Holiday Observances.

2 POLICY

- 2.01 The OKIB shall endeavor to accommodate an employee's request for religious accommodation and agrees that any such request shall not be unreasonably denied, unless to do so would cause operational hardship to the OKIB.
- 2.02 Any religious accommodation beyond the OKIB Statutory and Band holidays shall be unpaid.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 It is each employee's responsibility to inform his/her supervisor if a workplace policy or practice conflicts with his/her religious beliefs, explain how the policy conflicts with such beliefs, and request an accommodation. Employees are also responsible for working with the supervisor to find a reasonable accommodation, dealing in good faith and being reasonable and realistic in such requests.
- 4.02 It is the supervisor's responsibility to receive and respond to the employees' requests for religious accommodation in a timely manner. While the supervisor may not question the sincerity of the religious beliefs of an employee, the supervisor may require the employee to provide reasonable evidence to verify the legitimacy of the request. Supervisors shall assess the request for accommodation and work with the employee to find a reasonable accommodation that balances the employee's needs and the OKIB's requirements while assessing cost and health and safety risks. Supervisors are required to deal in good faith and consider reasonable alternatives, on a case by case basis.

5 DEFINITIONS

- 5.01 **Religion** means a professed system and confession of faith, including both beliefs and observances of worship. A belief in god or gods, or a single supreme being or deity is not a requisite. Religion does not include political, ethical, or moral beliefs.
- 5.02 **Religious Holiday Observances** means the practices, beliefs and observances that are part of the religion.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- *Canadian Human Rights Act (Canada)*

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Chapter:	Administration & Human Resources	SPP No.	HR 5.08.BC
Subject:	RELIGIOUS ACCOMODATION	Drafted:	Mar. 23, 2015
Issue to:	All Manual Holders	Approved:	
		Amended:	
Issued by:			

- SPP HR 2.01.BC – Employment Principles
- SPP HR 2.03.BC – Recruitment and Selection
- SPP HR 4.03.BC – Band and Statutory Holidays
- SPP HR 5.03.BC – Respectful Work Environment
- SPP HR 5.05.BC – Workplace Accommodation on the Basis of Disability

7 PROCEDURE

- 7.01 An employee requesting a religious accommodation shall do so in writing, as soon as the specific need arises or with a minimum of at least **two** weeks' notice. The request shall include the circumstances and requirements which necessitate the need for an accommodation and the nature of the accommodation requested. The request must be submitted to the employee's immediate supervisor.
- 7.02 The supervisor shall, within a reasonable time after receiving the request, work with the employee in an attempt to reach an accommodation that is reasonable in the circumstances, while maintaining the dignity of the employee and his/her religious beliefs and in accordance with applicable laws.
- 7.03 Religious holiday observances may be accommodated using the following options:
- (a) Time may be drawn from accrued lieu time;
 - (b) The employee may make up the time on a later date when the employee would not ordinarily be scheduled to work, in which case the employee shall be paid for the substituted working hours;
 - (c) The employee's shift may be adjusted or may be switched with another employee's shift, in which case the employee shall be paid for the substituted shift;
 - (d) Subject to the *Canada Labour Code*, the employee may make up the time by working on a secular holiday when the facility is operating, in which case the employee shall be paid for the substituted shift at his/her regular rate;
 - (e) The employee may use earned vacation days;
 - (f) The employee may take a leave of absence without pay; or
 - (g) Other arrangements may be made with the employee's supervisor.
- 7.04 The OKIB shall not use any personal information concerning an employee's religion or creed in any division director prohibited by applicable laws.
- 7.05 Harassment of an employee on the basis of his/her religious beliefs is strictly prohibited. Refer to SPP HR 5.04.BC – Respectful Work Environment for more information.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 5.09.BC
Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	DRESS CODE	Approved:	
Issue to:	All Manual Holders	Amended:	

5.09 Dress Code

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to project a professional workforce image taking into consideration the personal protective equipment requirements for each position.

2 POLICY

- 2.01 All employees of OKIB are expected to dress in professional attire, appropriate for their job duties that project a positive image of the OKIB to clients, customers, co-workers, and the public.
- 2.02 Employees are expected to present a clean and neat appearance at all times.
- 2.03 Division Directors have the authority to determine the appropriate attire for the employees in their Division that is consistent with their job duties and the required Personal Protective Equipment for their position.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Supervisors are responsible for:
- (a) Ensuring employees are familiar with the Dress Code and for counselling employees with respect to the Dress Code;
 - (b) Responding to complaints from employees regarding the Dress Code and its application;
 - (c) Ensuring the Dress Code meets safety requirements in their departments; and
 - (d) Any employee requiring accommodation for religious or disability reasons is satisfactorily accommodated.
- 4.02 All employees are responsible for:
- (a) Adhering to the Dress Code and presenting themselves in a professional manner;
 - (b) Adhering to the personal protective requirements of each position. and
 - (c) Discussing any issues regarding the Dress Code with their Supervisors.

5 DEFINITIONS

- 5.01 **Business casual attire** includes jeans, casual walking shorts, casual pants, golf shirts and casual shoes, but must remain tasteful and business-like. It does not include tank or midriff tops, t-shirts with logos, ripped or torn clothing.
- 5.02 **Personal protective equipment** means specialized clothing or equipment worn by employees for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body, i.e., eyes, head, face, hands, feet, and ears.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Human Rights Act*

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Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	DRESS CODE	Approved:	
Issue to:	All Manual Holders	Amended:	

- SPP HR 5.04.BC - Workplace Accommodation on the Basis of Disability
- SPP HR 5.05.BC – Conduct and Behaviour
- SPP HR 5.06.BC – Discipline
- SPP HR 5.08.BC – Religious Accommodation
- SPP HR Section 6 – Health and Safety Policies

7 PROCEDURE

- 7.01 Employees who interact with customers, suppliers, or the general public shall be given a copy of the Dress Code policy and any subsequent changes to the policy.
- 7.02 New employees shall have the policy explained during orientation.
- 7.03 Employees requiring accommodation for religious, disability, or other reasons should discuss their requirements with their Supervisors.
- 7.04 Minor breaches of the policy shall be addressed with verbal counselling. Further violations shall be addressed with written warnings. Serious breaches of the policy shall require the employee to correct the situation by changing their clothing. Any time away from work for this purpose shall be without pay unless, at the written request of the employee, the use of vacation pay or other time credits is authorized.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 5.10.BC
Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	WHISTLEBLOWER PROTECTION	Approved:	
Issue to:	All Manual Holders	Amended:	

5.10 Whistleblower Protection

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to maintain high ethical standards and legitimate business practices.

2 POLICY

2.01 Where an employee, acting in good faith and on the basis of reasonable belief, becomes aware of actual, suspected, or intended Misconduct, unlawful activity, suspicious financial management, or other accountability concerns, he or she has a duty to report such Misconduct or incidents, as soon as learning of them. The incident must be reported immediately in the order listed below:

- Immediate supervisor
- Division director
- Executive Director
- Chief and Council
- Appropriate authority.

2.02 An employee, acting in good faith and on the basis of reasonable belief, may refuse to carry out any order or direction which is illegal, unethical, or against OKIB policy or bylaws and which is given by an individual who has direct or indirect control over the employee’s employment. Such refusals must be reported immediately in the order listed to:

- Immediate supervisor
- Division director
- Executive Director
- Chief and Council
- Appropriate authority.

2.03 Employees are expected to co-operate fully with Lawful Authorities during any investigation or proceeding related to acts of alleged Misconduct or work refusals under this policy subject to the provisions of Policy 2.20 Dealing with Government Inspectors..

2.04 No employee will be subject to disciplinary action, termination, demotion, or any form of retaliation, including but not limited to intimidation, harassment, financial penalty, or other threats for:

- Taking action as referenced in paragraph 2.01, 2.02, and 2.03
- Cooperating with, or providing information to, or testifying in any proceeding against a member of the OKIB regarding situations outlined in paragraph 2.01, 2.02, and 2.03

2.05 Nothing in this policy is meant to take precedence over an employee’s duties under Federal, Provincial law, or common law. Any unlawful Misconduct or incident which may affect public safety must be reported as outlined in paragraph 2.01.

2.06 Information regarding any alleged Misconduct, the identity of the reporting person, and any details

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of the alleged Misconduct or investigation, shall be held in confidence by those to whom or through whom the Misconduct is reported except as required by this policy or by applicable legislation. Any employee who breaches this confidentiality requirement will be subject to disciplinary action up to and including termination for just cause.

- 2.07 Complaints or reports of Misconduct made under paragraph 2.01 shall be fully investigated, and any employee found to have participated in actions of Misconduct will be subject to disciplinary action up to and including termination for just cause.
- 2.08 An employee who makes a complaint or report of Misconduct under paragraph 2.01 which is discovered to be both unfounded and made with malicious intent, will be subject to disciplinary action up to and including termination for just cause.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees, independent contractors, clients, job applicants, and any other individual who may have dealings with the OKIB.
- 3.02 This policy does not apply to complaints or issues related to employment or safety issues. Such issues should be handled through the individual’s immediate supervisor and be dealt with under the appropriate policies.

4 RESPONSIBILITY

- 4.01 Employees are responsible for:
 - (a) An employee, acting in good faith and on the basis of reasonable belief, has a duty to report actual, suspected or potential incidents of misconduct to the Executive Director and to co-operate with any investigation by lawful authorities into such allegations.
 - (b) An employee is responsible for adhering to the OKIB’s confidentiality policy when making reports to external lawful authorities, except where required by law, or where an employee’s safety or public safety is imminently threatened.
- 4.02 Supervisors are responsible for:
 - (a) Receiving any reports of misconduct from employees or clients in confidence, and for immediately forwarding such reports to the Executive Director;
 - (b) Co-operating with any investigations into misconduct; and
 - (c) Fostering a work environment which encourages open communication, ethical behaviour, adherence to laws and adherence to the OKIB policy.
- 4.03 The Executive Director is responsible for receiving reports of misconduct, alleged misconduct or anticipated misconduct and for:
 - (a) Assessing the situation in order to make a determination of the process of investigation to be followed;
 - (b) Determining whether external authorities should be notified;
 - (c) Leading the internal investigation process;
 - (d) Reporting to the Chief and Council, the confirmed facts of each disclosure;

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- (e) Implementing actions to resolve the issue and ensuring any procedural or policy changes that may be necessary in order to prevent a recurrence;
- (f) Developing and preparing, in consultation with an optional legal review, a communications strategy for internal and external use regarding the misconduct and/or investigation; and
- (g) Providing any information or follow-up reports as required by Chief and Council, external authorities or agencies.

5 DEFINITIONS

5.01 Lawful Authorities means:

- (a) Any person directly or indirectly responsible for supervising the employee;
- (b) Any police or law enforcement agency with respect to an offence within its power to investigate; or
- (c) Any person whose duties include the enforcement of provincial or federal law within his or her power to investigate.

5.03 **Misconduct** means conduct which results in or could result in a contravention of federal or provincial law, serious breach of the OKIB policy or bylaws, misuse of OKIB resources, financial mismanagement or misuse of authority. Misconduct also includes any retaliatory measures against any employee who is protected under this policy.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Workers Compensation Act* (British Columbia)
- *Personal Information Protection Act* (British Columbia)
- *Criminal Code* (Canada)
- *Competition Act* (Canada)
- *Personal Information Protection and Electronic Documents Act* (Canada)
- SPP HR 2.09.BC – Privacy and Confidentiality
- SPP HR 2.18.BC – Dealing with Government Inspectors
- SPP HR 5.02.BC – Dispute Resolution
- SPP HR 6.01.BC – Health and Safety Principles
- SPP HR 6.02.BC – Accident and Injury Reporting

7 PROCEDURE

- 7.01 (a) An employee, acting in good faith and on the basis of reasonable belief, who has knowledge or a concern that misconduct has occurred or will occur, must report the information to his or her immediate supervisor as soon as the employee becomes aware of such information.
- (b) If it is not possible or appropriate to report the information to the employee's immediate supervisor, the information should be reported to the division director.
- (c) If it is not possible or appropriate to report the information to the employee's supervisor or division director, the information should be reported directly to the Executive Director, or as a last resort, to the Chief and Council.

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- 7.02 Any person who receives a report of alleged misconduct under this policy must hold the report and the identity of the reporting person in confidence.
- 7.03 Employees are discouraged from making anonymous reports. If an employee, for whatever reason, believes that he or she cannot otherwise make a report of misconduct, anonymous reports can be sent to the Executive Director via the internal mail system or by telephone.
- 7.04 The Executive Director shall exercise the specific and exclusive responsibilities specified in paragraph 4.03 and conduct inquiries and investigations into complaints or allegations made and/or submitted under this policy, including complaints or allegations that whistleblowers have suffered retaliation. The employee who initiated the report of alleged misconduct shall be notified of the proposed process of investigation except where the initial report is made anonymously.
- 7.05 Any and all information collected under this policy or through the investigative process shall be held in confidence, except where disclosure may be necessary to further the investigation, or as required by law.
- 7.06 Employees and independent contractors are required to co-operate with the investigation of incidents under this policy and, if necessary, shall be granted paid time off to do so.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 5.11.BC
Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	SOCIAL MEDIA, EMAIL AND INTERNET	Approved:	
Issue to:	All Manual Holders	Amended:	

5.11 Social Media, Email and Internet

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to promote responsible behaviour in connection with the use of OKIB computer resources, social media and internet communications, whether through its own network or otherwise.

2 POLICY

- 2.01 OKIB’s computer resources are business systems that should only be used for legitimate OKIB purposes.
- 2.02 All documents, data, and information composed, sent, stored and received on or over the OKIB’s computer systems (including by way of e-mail whether through a mobile device or otherwise) are the property of OKIB. .
- 2.03 OKIB departments shall not manage social media’s sites on behalf of the OKIB. Information disseminated on behalf of the OKIB shall be the responsibility of the Communications and Grants Officer.
- 2.04 Employees are not permitted to access any social media sites or websites for the purpose of personal information during working hours.
- 2.05 When using computer technology, employees are expected to conduct themselves honestly and appropriately in accordance with the OKIB policies and without limitation respect the copyright, software licensing rules, property rights and privacy of others.
- 2.06 OKIB reserves the right to limit, monitor and log any and all computer technology usage. Employees should not have any expectation of privacy regarding their computer technology and data usage.
- 2.07 The display or distribution of any type of offensive or sexually explicit images or documents on the OKIB’s computer system is a violation of the Respectful Work Environment Policy. An employee who undertakes that display will be subject to disciplinary action.
- 2.08 The OKIB’s computer resources must not be used to violate the laws and regulations of Canada or the Province. Use of any computer resources for illegal activity is grounds for immediate dismissal.
- 2.09 The employer’s Information Technology Contractor must download or install all software and hardware. Network administration shall only be performed by the Information Technology Contractor.
- 2.10 Employees must not for any reason, share their email, network, or related electronic communication passwords or security passwords with their colleagues. The misuse of other employee’s user IDs and passwords will be subject to disciplinary action. To protect password

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security, employees should log off when their computers are unattended and should periodically change their passwords.

- 2.11 The OKIB's electronic communications system shall not be made available for use by third parties (including family members or the public) except where when it is a service provided by a program and appropriate measures are taken by the Information Technology Contractor.
- 2.12 The e-mail and internet shall in no way be used to send unsolicited bulk e-mail or for personal use or personal business purposes.
- 2.13 Employees shall not connect a data storage device for any reason to an OKIB computer without authorization.
- 2.14 Servers shall be backed up for all employees by the Information Technology Contractor.
- 2.15 The information stored on electronic equipment shall be consistent with the provisions of the Personal Information Protection policy governing confidential information of the OKIB.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all users of the OKIB's network and electronic resources, and all employees identifying themselves, either directly or indirectly, in online communications, including web and social media sites and blogs as employees of the OKIB.

4 RESPONSIBILITY

- 4.01 Employees are responsible for not using social media sites on the OKIB computer resources or during OKIB time, not divulging private and/or confidential information related to the OKIB's business, its clients, its affiliates and employees.
- 4.02 The Information Technology Contractor is responsible for monitoring, investigating, and reporting any allegations of concerns regarding the content of employee, or other, postings or blogs that may affect the OKIB or any of its employees, suppliers, customers or affiliates. Additionally, they are responsible for authorizing the use of e-mail and Internet resources, providing appropriate training to users, issuing and recording system passwords and monitoring the use of electronics systems as necessary or as requested and reporting on any allegations or concerns regarding the misuse of these systems.
- 4.03 All users of OKIB's Internet and e-mail systems are strictly prohibited from creating, transmitting, distributing, forwarding, downloading and/or storing anything which:
 - Infringes any copyright, trademark, trade secret, or other intellectual property right
 - Is obscene, immoral, unethical, or pornographic
 - Is libelous, defamatory, hateful, or constitutes a threat or abuse
 - Encourages conduct that would constitute a criminal offense or give rise to liability
 - Harasses the receiver, whether through language, frequency, or size of messages
 - Is considered e-mail junk, spam, or chain e-mail

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- Forges or misleads the sender's identity
- Divulges private and/or confidential information related to the OKIB's business, its clients and/or its employees
- Violates any of the OKIB's policies including policies related to Conduct and Behaviour or Respectful Work Environment..
 - (a) Users of the OKIB's Internet and e-mail systems must protect themselves and the OKIB from entering into unintended legal obligations and contracts. This includes downloading from the Internet unauthorized programs and/or software.
 - (b) Users of the OKIB's Internet and e-mail systems are required to take appropriate steps to ensure the security of the system by adhering to all the OKIB security measures, including using and safeguarding all necessary passwords. Users are required to use only the browser software installed by the OKIB. No connection to the Internet is permitted except via established OKIB procedures.

5 DEFINITIONS

- 5.01 **Blog** means a personal web journal or log and includes the creation and/or maintaining of a personal web journal or contributing content to another individual's blog.
- 5.02 **Bloggging** is the act of creating, maintain, or contributing to a web journal or log.
- 5.03 **Posting** is the act of uploading, adding, contributing or linking content on a blog, social media site, or on the internet in general.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 5.03.BC – Respectful Work Environment
- SPP HR 5.05.BC – Conduct and Behaviour
- SPP HR 5.06.BC – Discipline
- SPP HR 5.07.BC – Information Protection

7 PROCEDURE

- 7.01 OKIB monitors social media and blogs including employee social media and blogs, without notice, to ensure compliance with OKIB's:
- Code of Conduct;
 - Code of Ethics; and
 - Oath of Confidentiality.
- 7.02 Employees wishing to distribute information on behalf of their program or department shall submit a request to the Communications and Grants coordinator with a completed document containing accurate information.
- 7.03 Employees found in breach of this policy will be subject to disciplinary action up to and including dismissal for Just Cause.

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- 7.04 Division Directors shall review this policy with all employees at least once annually.
- 7.05 Electronic equipment with internal memory or hard drives shall undergo a wiping process before disposal; this includes printers, scanners, cell phones, laptops and other devices.
- 7.06 When necessary, due to vacations and other absences, the OKIB may request access to an employee's e-mail and Internet accounts in order to properly continue work. Employees are required to provide this access upon request.
- 7.07 Downloading of any programs, software, or data from the Internet or e-mail directly to a user's computer terminal is prohibited unless advance written authorization is obtained from the Information Technology Contractor. Such material must first be screened through the OKIB's computer security systems including virus scans.
- 7.08 Upon the termination of any e-mail or Internet user, the user's immediate supervisor shall immediately notify the Information Technology Contractor of the name(s) of the user(s) terminated. The Information Technology Contractor is required to immediately deactivate the users' password(s) and the users' access to any electronic systems.
- 7.09 (a) In the event any individual feels the electronic systems of the OKIB are being misused or used in an abusive manner, that individual shall report the alleged abuse directly their division director. The Information Technology Contractor shall be asked to investigate within **forty-eight** hours, such allegations, which may include monitoring electronic system usage.
- (b) If usage is deemed unusual and it is believed that monitoring Internet sites visited and/or reviewing e-mail message contents will help the investigation, the Information Technology Contractor shall obtain the written approval of the Executive Director before commencing such monitoring.
- (c) Upon completion of the investigation, the investigating division director shall issue a report and recommendation(s), if any, to the Executive Director for further action.
- (d) Employees found in breach of this policy will be subject to disciplinary action up to and including dismissal for Just Cause.
- (e) Disciplinary action may include restricting access of to the internet, email, instant messaging, other on-line functions, cell phones and similar devices to an employee or group of employee's at the discretion of the Executive Director

8 ATTACHMENTS
None

9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 5.12.BC
Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	SEARCHES and SURVEILLANCE	Approved:	
Issue to:	All Manual Holders	Amended:	

5.12 Searches and Surveillance

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to balance the interest of employee privacy with the OKIB's legitimate business interests. This policy sets out the expectations and procedures, which guide any Search or Surveillance measure.

2 POLICY

- 2.01 The OKIB endeavors to uphold such privacy but retains the right upon, reasonable suspicion, to monitoring, Search and Surveillance measures in the serious including but not limited to loss prevention, safety, and security.
- 2.02 Should such circumstances arise, employees shall be given written notice when a Surveillance monitoring system is implemented.
- 2.03 OKIB reserves the right for a division director to Search if there is reasonable suspicion; the employee shall be notified why the Search is going to be implemented.
- 2.04 Employees are expected to co-operate with these procedures and will be subject to disciplinary action up to and including termination for just cause, for non-compliance where a reasonable request has been made under this Policy.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all OKIB employees.

4 RESPONSIBILITY

- 4.01 Employees have the responsibility to abide by all OKIB policies and procedures and to co-operate with any search or surveillance programs implemented.
- 4.02 Supervisors have the responsibility to notify management of any suspected contravention of the OKIB policy or by applicable law.
- 4.03 Directors have the responsibility to provide notice to an employee when implementing a search and/or surveillance program, where possible:
- (a) Provide employees with reasonable notice including the reasons for the implementing the program and the proposed procedures being implemented; and
 - (b) Implement search and/or surveillance procedures in accordance with the principles set out in paragraph 7.03 of this Policy.

5 DEFINITIONS

- 5.01 **Search** means the physical examination of areas under the control of the employee.
- 5.02 **Personal Search** means a request to the employee to disclose contents of personal effects, such as purse, wallet, or pockets.

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5.03 **Surveillance** is the electronic monitoring of work sites or electronic monitoring of employees' work, through video, telephone, e-mail, or Internet.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 2.04.BC – Terms and Conditions of Employment
- SPP HR 5.05.BC – Conduct and Behaviour
- SPP HR 5.07.BC – Information Protection
- SPP HR 5.11.BC – Social media, E-Mail and Internet Use

7 PROCEDURE

7.01 Division directors shall ensure employees are aware of all policies, procedures, and rules governing employees and business conduct.

7.02 Should searching or surveillance be deemed necessary, the OKIB shall, where possible, notify employees in writing of the reason for such measures and the manner in which it will be carried out.

7.03 Any search or surveillance will be carried out with regard to the following:

- Monitoring will be carried out in the least intrusive manner possible under the circumstances;
- Searching or surveillance will not be harassing, embarrassing or intimidating;
- Searches will take place on the OKIB's time;
- Personal Searches will not take place without the consent of the employee;;
- Employees are entitled to be present during a search;
- Searches will be carried out in the presence of a witness;
- Any illegal substances found in the workplace will be turned over to local authorities;
- Any results of the search will be kept confidential and not be disclosed except to the OKIB's agents, local authorities, or as may be required by law.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 5.13.BC
Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	VOTING	Approved:	
Issue to:	All Manual Holders	Amended:	

5.13 Voting

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to provide employees the opportunity to exercise their right to vote.

2 POLICY

- 2.01 The OKIB respects the right of all employees to vote in Federal, Provincial, Civil, and OKIB Elections and Referendums.
- 2.02 On voting days, all employees entitled to vote shall be allowed sufficient time off with pay so that they will have **four** consecutive hours within which to attend the polls. For instance, if an employee normally leaves work at 4:30 p.m. and the polls are open till 8:00 p.m., the employee may leave work as early as 4:00 p.m. if necessary, in order to vote. In this example, the employee would then receive one-half hour of pay.
- 2.03 All employees are encouraged to vote outside of working hours to minimize the disruption of services on election days.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Employees are responsible for scheduling required time off to vote with their division director.
- 4.02 Division directors are responsible for scheduling work as to minimize disruption to services on voting days.

5 DEFINITIONS

None

6 REFERENCES

None

7 PROCEEDURES

- 7.01 An employee shall submit the request the request for Voting time at least **five (5)** working days prior to the voting day.

8 ATTACHMENTS

Leave Request Form

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 5.14.BC
Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	CONVICTION of a CRIMINAL OFFENCE	Approved:	
Issue to:	All Manual Holders	Amended:	

5.14 Conviction of a Criminal Offence

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to maintain a credible workforce and a reputable organization while protecting all clients using a confidential process.

2 POLICY

- 2.01 An employee convicted of a criminal offence, where the offence harms or compromises the reputation or position of the OKIB, or where the offence interferes with an employee's suitability to perform his/her duties and responsibilities, will be subject to the termination of his/her employment for Just Cause.
- 2.02 An employee who is convicted of a Criminal Offence is required to provide written notification to the Executive Director of the conviction and of the nature of the offence to which the conviction relates.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 The Executive Director in consultation with the Human Resources Director shall determine if the conviction provides Just Cause for the termination of the employment.

5 DEFINITIONS

- 5.01 **Criminal Offence** means a conviction under the *Criminal Code of Canada*.

6 REFERENCES

Criminal Code of Canada

- SPP HR 2.01.BC – Employment Principles
- SPP HR 2.04.BC – Terms and Conditions
- SPP HR 2.15.BC – Employment References
- SPP HR 2.09.BC – Privacy and Confidentiality
- SPP HR 5.07.BC – Information Protection

7 PROCEDURE

- 7.01 Employees are required to provide written notice to the Executive Director upon receiving a criminal conviction.
- 7.02 The Executive Director and the Human Resources Director shall treat the submission with confidentiality subject to the Privacy and Confidentiality policy and Personal Information Protection policy.

8 ATTACHMENTS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 5.14.BC
Section:	Employee Relations	Drafted:	Mar. 23, 2015
Subject:	CONVICTION of a CRIMINAL OFFENCE	Approved:	
Issue to:	All Manual Holders	Amended:	

9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 6.01.BC
Section:	Health & Safety Policies	Drafted:	Mar. 23, 2015
Subject:	HEALTH and SAFETY PRINCIPLES	Approved:	
Issue to:	All Manual Holders	Amended:	

Section 6 – Health and Safety Policies

6.01 Health and Safety Principles

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to establish guidelines for providing and maintaining a safe work environment for all employees as well as to establish and Occupational Health and Safety Program for all departments with the OKIB.

2 POLICY

2.01 OKIB acknowledges the right of employees to work in a healthy and safe environment.

2.02 The OKIB's Occupational Health and Safety Program shall be developed and administered in accordance with Part II of the *Canada Labour Code* and the *Workers Compensation Act*.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 The employee is responsible for:

- Taking all reasonable and necessary precautions to ensure their own safety and health and that of anyone affected by their work;
- Complying with OKIB instructions concerning safety and health;
- Reporting any hazards and accidents in the workplace to their immediate supervisor;
- Using safety materials, equipment, devices and/or clothing either furnished by the OKIB or prescribed by a Regulation.

4.02 Division Directors and supervisors are directly responsible for ensuring the health and safety of employees under their supervision and for ensuring:

- Developing a Health and Safety program;
- Employees perform their work in compliance with accepted safe work practices and procedures;
- Adequate training is provided to employees so that tasks assigned to employees can be performed safely, including specific health and safety orientation and training to young workers and new workers; and
- Employees are notified of any potential hazards that may exist in and around the employee's work location.

4.03 The OKIB is responsible for:

- Reviewing and acting on the recommendations of the Occupational Health and Safety Committee.
- 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.

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- Training and education of employees (i.e. hazardous materials, fire and emergency procedures and the safe operation of equipment and tools).
- Developing a program to manage work place hazardous materials.

4.04 Contractors and their workers are responsible for meeting or exceeding the requirements of the OKIB Health and Safety Program.

5 DEFINITIONS

5.01 **New worker** means any worker who is:

- (a) New to the workplace;
- (b) Returning to a workplace where the hazards in that workplace have changed during the worker's absence;
- (c) Affected by the change in the hazards of a workplace; or
- (d) Relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace.

5.02 **Young worker** means any worker who is under the age of 25.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- *British Columbia Workers Compensation Act* and regulations (WCA)
- *Criminal Code (Canada)*
- SPP HR 2.08.BC – Employee Orientation
- SPP HR 6.03.BC – Occupational Health and Safety Principles

7 PROCEDURE

7.01 Meeting a minimum of nine times a year and during emergencies when required.

7.02 Division directors shall ensure that adequate records are maintained on work accidents, injuries, health hazards, minutes and complaints.

7.03 Division directors shall Receive and review complaints relating to the safety and health of employees.

7.04 Division directors shall:

- participate in all inquiries and investigations concerning occupational health and safety requesting information from the OKIB identifying existing or potential hazards with respect to materials or equipment in the workplace
- provide recommendations to the OKIB on the requirements for healthy and safety equipment and supplies (i.e. first aid)
- Conduct inspections and making recommendations for avoiding unsafe, hazardous or dangerous conditions
- Providing recommendations on the training and education of employees on health and safety in the workplace

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- develop procedures to ensure employee safety and protection
- 7.05 (a) At each OKIB work site employing more than **nine** but fewer than **twenty** employees, at least **one** Worker Health and Safety Representative (HSR) shall be selected by employees to deal with workplace health and safety concerns.
- (b) At each OKIB work site employing **twenty** or more employees, a Occupational Health and Safety Committee (OHSC) shall be established. The Committee shall deal with the location's health and safety concerns. The membership of the Committee shall be comprised equally of at least **two** employee representatives and **two** representatives of management.
- 7.06 The Division Director or supervisor in charge of each OKIB location, in cooperation with the Joint Health and Safety Committee or the worker Health and Safety Representative, as appropriate, shall ensure that:
- (a) OKIB's Health and Safety policy is posted at each location and effectively communicated to each employee.
- (b) A Location Health and Safety Program is developed and published for distribution to every employee. As a minimum standard, the contents of each manual shall contain information on the following topics:
- Program objectives
 - Health and Safety responsibilities of OKIB, supervisors and workers
 - Workplace Safety Inspections and the schedule for same
 - Workplace Hazardous Material Information System (WHMIS)
 - Safety orientation, training and related training schedules
 - Accident reporting
 - Accident investigation procedures
 - First Aid arrangements and procedures
 - Equipment Lockout procedures
 - Emergency Spill procedures, if appropriate
 - Driver Licensing program for in-plant vehicles, if appropriate
 - Health and Safety monitoring and reporting procedures
 - Other information deemed advisable or necessary by local management and/or the JHSC or HSR, for the protection of employees
 - A schedule for reviewing the effectiveness of the Health and Safety program at least annually
 - A procedure for modifying the Health and Safety program, if necessary
- (c) The location develops and publishes and Emergency Plan which outlines procedures to be followed in the event of an emergency arising from fire, theft, break-in, bomb threats, power failure, or other natural disasters. Employee emergency response training, including fire training and drills, shall be conducted on a regular basis.
- (d) Location Health and Safety policies, plans, and practices are in compliance with the legislated requirements governing the location.

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(e) All young and new workers receive adequate health and safety orientation and training prior to commencing work.

7.07 Disciplinary action up to and including termination for Just Cause shall be taken against any employee who fails to observe this policy or who violates established workplace safety requirements.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 6.02.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	ACCIDENT and INJURY REPORTING	Approved:	
Issue to:	All Manual Holders	Amended:	

6.02 Accident and Injury Reporting

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to comply with statutory regulations related to the reporting of occupational injuries, illnesses and accidents. This Statement of Policy and Procedure is intended to bring consistency throughout all operations in complying with our responsibility to record and report certain incidents and to notify the necessary authorities within prescribed time limits.

2 POLICY

- 2.01 Any accident that results in a workplace injury (no matter how slight), or could cause a disabling injury or property/equipment loss (called a near miss), must be reported immediately to the employee's immediate supervisor. At a minimum and in all cases, accident and/or injury reporting shall comply with the requirements of the British Columbia *Workers Compensation Act* and regulations.
- 2.02 In the case of an accident that results in an escape or a spill of a Hazardous or Polluting Substance into the environment, the person who has control of the substance shall immediately notify the Provincial Emergency Program at 1-800-663-3456, or local police, whichever is more expedient, and the person's immediate supervisor, In accordance with the reporting requirements of the British Columbia *Environmental Management Act*.
- 2.03 The supervisor shall immediately notify the Executive Director as soon as possible after reasonable steps are taken to manage the situation.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Each employee is responsible for immediately reporting any workplace injury, accident, illness, or spill of a Polluting Substance to his or her immediate supervisor, and in the case of a spill or release of a hazardous or polluting substance into the environment, to the Provincial Emergency Program at 1-800-663-3456, or local police.
- 4.02 (a) Each supervisor is responsible for ensuring, as the first priority, that employees receive proper medical treatment when injured, and, secondarily, for filing a report and investigating an accident or workplace injury for the purpose of implementing corrective action to minimize any opportunity for a recurrence of the accident or injury.
- (b) Each supervisor is responsible for ensuring employees or persons under their control are made aware of, know and adhere to the reporting requirements outlined in this policy.
- 4.03 The Human Resources Director is responsible for ensuring that accident and injury reports are properly prepared and issued in a timely manner to the appropriate authorities consistent with the reporting requirements specified in British Columbia statutes; and for ensuring all employees are

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familiar with this policy and related forms.

5 DEFINITIONS

5.01 **Critical or Serious Injury** means an injury of a serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture of a leg or arm but not a finger or toe
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe
- Consists of burns to a major portion of the body
- Causes the loss of sight in an eye

5.02 **Hazardous Substance** includes

- A controlled product within the meaning of the *Hazardous Products Act* (Canada)
- A substance designated as a hazardous substance by regulation
- A biological, chemical or physical agent that, by reason of its properties, is hazardous to the health or safety of persons exposed to it

5.03 **Polluting Substance** means any substance, whether gaseous, liquid or solid that is capable of causing pollution if it were to escape into the air, be spilled onto any land or into any body of water, as listed in Column 1 of the Schedule to Spill Reporting Regulation of *the Environmental Management Act*.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Access to Information Act* (Canada)
- *Environmental Management Act* (British Columbia)
- *Hazardous Products Act* (Canada)
- *Personal Information Protection and Electronic Documents Act (PIPEDA)* (Canada)
- *Privacy Act* (Canada)
- *Workers Compensation Act* (British Columbia)
- SPP HR 6.01.BC – Health and Safety Principles
- SPP HR 6.03.BC – Occupational Health and Safety Committee

7 PROCEDURE

7.01 The immediate supervisor that creates the report of an occupational injury or illness of an employee shall provide the Human Resources Department and the Executive Director copies of the report within **twenty four** hours of the completing the report. 7.02 The Human Resources Director shall ensure the forms are completed and issued to the WCB.

7.02 Within **three** business days of learning of an occupational injury or illness of an employee which results in that employee requiring health care or results in a loss of earnings for that employee, a report of the injury or illness shall be submitted by the Executive Director to the Workers Compensation Board (WCB) on the form specified by the WCB. A copy of the submitted form

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shall be provided to the injured employee.

7.03 Critical Injury/Fatality Report

In the event of a fatality or Critical Injury of an employee at the workplace, the accident scene shall be sealed off immediately and nothing within the scene shall be disturbed except for the purpose of saving life, relieving human suffering, or preventing unnecessary damage to equipment or other property.

- (a) The supervisor of the work location where the fatality or Critical Injury occurred shall immediately notify the **Executive Director** or a designated nominee of the incident. In the event of a fatality or Serious Injury of an employee at the workplace, or the occurrence of any accident that;
- Involves a major structural failure or collapse of a building, bridge, tower, crane hoist, temporary construction support system or excavation
 - Involves the major release of a hazardous substance
 - Involves an incident required by regulation to be reported
- (b) The **Executive Director**, and/or a designated nominee, shall notify the following within the time period shown and in the manner set out opposite their title:
- Prevention Emergency Line – immediately by telephone or any other direct means, toll-free 1-888-621-7233; to report after business hours call 1-866-922-4357;
 - Health and Safety Representative or the Occupational Health and Safety Committee—immediately by direct means;
 - WCB – within **three** days on the WCB prescribed Form called the Employer’s Report of Injury or Occupational Disease. (Form 7).

7.04 Other Injury Reports

Notwithstanding paragraphs 7.03 and 7.04, in the event of an injury, accident, or occupational disease, the following shall be notified by the Executive Director within the time period shown and in the manner set out opposite their title:

- Workers Compensation Board – within **three** business days of the occurrence, or awareness of the occurrence, whichever is less; in writing, containing such information and particulars as are prescribed;
- Health and Safety Representative or the Occupational Health and Safety Committee – within **seven** days of the occurrence; in writing, containing such information and particulars as are prescribed;

7.05 Employees providing First Aid:

- (a) Must hold a current and valid First Aid Certificate to administer first aid to an injured employee.
- (b) record the following information in a First Aid Log or First Aid Report:
- The full name of the injured worker
 - The date and time of the incident’s occurrence
 - The date and time the incident was reported to the OKIB

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- The names of witnesses
- A description of the occurrence as described by the injured employee
- The nature and exact location of the injuries to the worker
- A description of the treatment given for the same injury or illness
- The signature of the attendant giving first aid, and if possible, the signature of the worker receiving treatment

- 7.06 The First Aid Log or Report shall be maintained in the First Aid Room. If there is no First Aid Room, the First Aid Log or Report shall be maintained by the First Aid Attendant with the First Aid Kit.
- 7.07 First Aid records are confidential but are subject to inspection by the Board or a safety inspector. Additionally, access to First Aid Reports is restricted to individuals requiring access for reasons of medical treatment, workplace inspection, accident investigation, claims processing and appeals, and for reasons relevant to the workplace health and safety program, including the gathering of statistics.
- (a) Within **fourty-eight** hours of a request, an employee shall be given a copy of First Aid records for any treatment or report pertaining to the employee.
- (b) First aid records shall be kept for a minimum period of **ten** years.
- 7.08 In the event of a spill of a hazardous or polluting substance into the environment in an amount equal to or greater than that listed in Column 2 of the *Schedule of the Spill Reporting Regulation* of the *Environmental Management Act*. The person who has control of the substance shall immediately notify the Provincial Emergency Program at 1-800-663-3456, or local police, whichever is more expedient. The report to the above-noted authority shall include the following:
- The reporting person's name and telephone number
 - The name and telephone number of the person who caused the spill
 - The location and time of the spill
 - The type and quantity of the substance spilled
 - The cause and effect of the spill
 - Details of action taken or proposed to contain the spill
 - A description of the spill location and of the area surrounding the spill
 - The details of further action contemplated or required
 - The names of agencies on the scene
 - The names of other persons or agencies advised concerning the spill
- 7.09 The employee reporting the spill shall take all necessary precautions to protect his or herself and others from injury and to stop, contain or minimize the effects of the spill.
- 7.10 Following a work-related accident or injury, the employee and the employee's Supervisor must contact each other as soon as possible and the employee must keep the Supervisor informed about the employee's rehabilitation progress.

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8 ATTACHMENTS
Employer's Report of Injury or Occupational Disease (WCB Form 7)

9 REPEALS
None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 6.03.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	OCCUPATIONAL HEALTH and SAFETY COMMITTEE	Approved:	
Issue to:	All Manual Holders	Amended:	

6.03 Occupational Health and Safety Committee

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure practices and procedures within OKIB that support a healthy and safe workplace by assisting the work of the OHSC.

2 POLICY

- 2.01 OKIB shall establish and maintain an Occupational Health and Safety Committee (the committee). The membership of the committee shall be comprised of at least **one** employee representative from each division and **two** division directors. The committee shall conduct its meetings, business and proceedings in compliance with the *Workers Compensation Act* and Regulations.
- 2.02 OKIB fully supports the work of the committee in making the OKIB a healthier and safer place to work and shall endeavor to co-operate with the committee whenever possible.
- 2.03 All division directors, supervisors, and employees are expected to extend their full cooperation and support to the committee and its individual members.
- 2.04 The OHSC shall report to the Human Resources Director.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Committee members are responsible for attending monthly meetings, obtaining input from their Division, posting meeting minutes, and site inspections.
- 4.02 Supervisors are responsible for responding to employees' queries and/or complaints regarding safety matters and for providing information and assistance requested by the committee.
- 4.03 Employees are responsible for reporting any health and safety concerns to their immediate supervisors. Failing resolution of a concern at this point, employees should notify the division director and the OHSC. Employees must also co-operate with the OHSC and provide any information or assistance requested by the committee.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- British Columbia *Workers Compensation Act* and Regulations (WCA)
- SPP 2.09.BC – Privacy and Confidentiality
- SPP 6.01.BC – Health and Safety Principles
- SPP 6.02.BC – Accident and Injury Reporting

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7 PROCEDURE

- 7.01 OKIB shall select **two** members to represent management interests on the OHSC Management nominees must have at least **one** year of service with the OKIB in order to serve on the Committee. The OKIB shall endeavour to fill its representatives' vacancies prior to the next OHSC meeting.
- 7.02 Employee representatives shall be selected by employees, by secret ballot, from employees who do not exercise managerial or supervisory functions. If employees do not make their own selections after being given the opportunity to do so, the Division Director shall assign a person to act as an employee representative.
- 7.03 Upon request, the OKIB shall provide each member of the Committee with paid educational leave of up to **seven and a half** hours each year for the purpose of attending occupational health and safety training courses conducted by or with the approval of the Workers Compensation Board. A member of the Committee may designate another member as being entitled to take all or part of the member's educational leave. Training costs, course fees, and reasonable costs of attending approved courses shall be paid by the OKIB.
- 7.04 OHSC members are considered "on duty" when engaged in OHSC business and shall be paid regular wages while so engaged. Committee members are entitled to at least **one** hour of preparation time prior to each meeting. Supervisors are required to use the appropriate OHSC reason codes when recording OHSC-related absences.
- 7.05 OKIB shall provide appropriate meeting space, equipment, and clerical staff for OHSC business to be conducted. It is the Committee's responsibility to ensure that such space and equipment is properly reserved in advance to ensure against scheduling conflicts.
- 7.06 OKIB shall provide a OHSC bulletin board at each Division. The Committee is responsible for authorizing material to be posted on the bulletin board.
- 7.07 OKIB shall respect the privacy of employees who exercise their rights under the *Workers Compensation Act* and Regulations. It shall keep all relevant medical information confidential, except where required by law to disclose such information.
- 7.08 Employees are encouraged to discuss any health and safety concerns with their immediate supervisor. Should further assistance then be necessary employees are encouraged to utilize the OHSC to help resolve health and safety concerns. Employees shall not be subject to disciplinary action or reprisals for exercising such rights.
- 7.09 Division directors, supervisors, and employees are expected to co-operate fully with the OHSC, and to provide requested information and assistance as soon as is practicable. OKIB reserves the right to implement disciplinary action to ensure such co-operation.

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7.10 OKIB shall endeavour to keep the OHSC informed, and to consult with the Committee, whenever possible, regarding any new equipment, processes, procedures, materials, or substances which will be introduced onto the premises.

7.11 The OHSC shall report to senior management at least once every quarter.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 6.04.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	IMPAIRMENT in the WORKPLACE	Approved:	
Issue to:	All Manual Holders	Amended:	

6.04 Impairment in the Workplace

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to ensure the safety of all employees and the public at large and to ensure the integrity of the OKIB.

2 POLICY

2.01 Employees shall not possess, consume or be under the influence of alcohol or illegal drugs, nor shall they be impaired by the excessive use of over-the-counter or prescribed drugs, while working, including while attending OKIB functions and events, when representing the OKIB. Employees who violate this policy may be subject to disciplinary action, required to attend treatment or may be required to attend an on-going treatment program.

2.02 OKIB shall accommodate in Human Rights Act which prohibits discrimination based on substance dependency, which has been recognized as a form of disability.

2.03 In order to support employees who wish to address issues relating to addiction, the Employee Assistance Program (EAP) shall provide counselling and resources to assist such efforts.

2.04 Use of alcohol, illicit drugs or impairment on OKIB Premises during work hours is prohibited with the exception of Licensed Events. Violation of his prohibition will be subject to disciplinary action up to and including termination for just cause.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 Division directors are responsible for ensuring the consistent administration of this policy.

4.02 Each individual is responsible for his or her own consumption of alcohol or prescribed drugs and the consequences that may flow from the consumption.

4.03 If a division director becomes aware that an employee, director, officer, or coordinator has become Intoxicated, the division director shall take such steps as are necessary to prevent the person from causing injury.

5 DEFINITIONS

5.01 **Employee Assistance Program** means the counselling and employee/family support program provided by the insured benefits company of the OKIB.

5.02 **Intoxicated** means the condition of a person who is showing signs of physical and behavioural change including the smell of alcohol on the breath, red rimmed eyes, staggering, and/or aggressive or loud behaviour not typical to the person.

5.03 **Licensed Event** means an event where a permit is acquired to serve alcohol on the premises.

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5.04 **OKIB Premises** means any building or property owned by the OKIB.

5.05 **Temporary Suspension**, for the purpose of this policy, means removal from the workplace and being sent home by taxi immediately.

5.06 **Workplace** means where the employee works. This may include client premises, conference locales, or an employee's car if used for business purposes during working hours

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- British Columbia *Workers Compensation Act* and Regulations
- British Columbia *Liquor Control and Licensing Act*
- *Human Rights Act*
- SPP HR 4.13.BC – Rehabilitation Leave
- SPP HR 5.04.BC – Workplace Accommodation on the Basis of Disability
- SPP HR 5.05.BC – Conduct and Behaviour
- SPP HR 6.11.BC – Drug and Alcohol Testing

7 PROCEDURE

7.01 In the judgment of a division director, if an employee attends work in an impaired or in a unfit to work condition, the division director shall take such steps as are necessary to prevent the person from causing injury, including requiring the employee to take a breathalyzer test and/or placing the employee on a temporary suspension.

7.02 OKIB shall periodically remind employees that consuming alcohol in the Workplace or on OKIB Premises will not be tolerated. Employees are not permitted to consume alcoholic beverages, illegal drugs during lunch or rest periods.

7.03 An employee who is discovered to be consuming alcohol while on duty, during a lunch period, rest period or who reports for work Intoxicated will be subject to disciplinary action. Disciplinary action may include a reprimand, a suspension, or termination.

- 7.04 (a) All work-related functions at which alcoholic beverages may be served must have the advance and written approval of the **Executive Director**. Under some circumstances, OKIB may also sponsor special events at which alcoholic beverages may be available.
- (b) OKIB shall advise employees in advance of a function which includes the service of alcohol with the statement that each employee will be responsible for his or her own consumption of alcohol and that "drinking and driving" will not be tolerated.

- 7.05 (a) OKIB will arrange for alternate transportation for individuals who have consumed alcohol to the point of impairment. Such transportation may include the provision of bus tickets, taxi cabs, or the use of designated drivers.
- (b) OKIB will call police if an employee refuses alternate transportation and it appears likely that the employee will drive while impaired.

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8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 6.05.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	WORKING ALONE	Approved:	
Issue to:	All Manual Holders	Amended:	

6.05 Working Alone

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to provide a safe environment and promote safe work practices for employees who are required to work alone or in isolation.

2 POLICY

- 2.01 OKIB shall make every reasonable effort to schedule work to minimize the incidence of employees working alone or in isolation. However, OKIB recognizes that there are certain circumstances in which employees will be required to work alone.
- 2.02 When employees are required to work alone or in isolation, OKIB is committed to providing and maintaining procedures, which will promote a safe and healthy work environment.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees of OKIB, while they are on duty, regardless of their work site.

4 RESPONSIBILITY

- 4.01 The Human Resources Director is responsible for maintaining current information on safety risks and preventative measures for working alone situations, making supervisors aware of these issues, and updating this policy as necessary. The Human Resources Department shall produce checklists or other tools to assist supervisors to conduct safety assessments.
- 4.02 Division DIRECTORS are responsible for determining best practices and procedures within their division to ensure the safety of employees required to work alone.
- 4.03 Supervisors are responsible for:
- (a) For being aware of this policy and procedure and for ensuring compliance by all employees within their jurisdiction.
 - (b) For carrying out assessments, identifying risks, communicating risks to employees, and taking steps to eliminate such risks. This includes ensuring training, investigations, and evaluations required by this policy are completed.
 - (c) For recording each incident, occurrence, or concern of the employees working alone, making note of the date, circumstances, resolutions, and other details.
 - (d) For taking every step reasonable to respond to employees' concerns or correct any unsafe situation.
- 4.04 Employees are responsible for:
- (a) Employees must report any concerns they have regarding health and safety to their Supervisor.
 - (b) Employees must follow security procedures and practice safe work practices.

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 6.05.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	WORKING ALONE	Approved:	
Issue to:	All Manual Holders	Amended:	

5 DEFINITIONS

5.01 **Working Alone or in Isolation** means to work in circumstances where assistance would not be readily available to the worker

- (a) In case of an emergency, or
- (b) In case the worker is injured or in ill health.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

British Columbia *Workers Compensation Act* and Regulations

- SPP 6.01.BC – Health and Safety Principles
- SPP 6.02.BC – Accident and Injury Reporting
- SPP HR 6.03.BC – Occupational Health and Safety Committee

7 PROCEDURE

7.01 Situations where employees may be working alone or in isolation must be examined and any hazards to the worker identified.

7.02 Potential workplace hazards and safety risks must be identified and communicated to affected employees. Employees must be consulted when identifying risks and discussing potential corrections.

7.03 The division director shall be develop and implement written procedures for their Division to assess, identify, eliminate or reduce any risks in relation to working alone or in isolation.

7.04 An effective means of communication, and other security measures shall be available to all employees who work alone or in isolation, and appropriate training shall be provided.

7.05 A personal shall be designated to establish contact with the employee at a predetermined time intervals and the results of those checks shall be recorded in a logbook. At the end of a work shift, a final check is required. Training shall be provided for both the employee and the person designated on the procedure to check on the employee's well-being.

7.06 Employees shall be educated about the potential risks associated with working alone or in isolation and shall be trained to take steps to prevent or eliminate such risks.

7.07 All incidents, occurrences, and concerns of employees shall be recorded and assessed. There possible, corrective measures shall be taken to prevent recurrences.

7.08 All security practices and working alone procedures shall be thoroughly reviewed every **four** months, and adjusted accordingly.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Human Resources	SPP No.	HR 6.06.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	CELL PHONE USE	Approved:	
Issue to:	All Manual Holders	Amended:	

6.06 Cell Phone Use

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure safe and appropriate use of cell phones or wireless electronic devices for business purposes and to protect the OKIB property.

2 POLICY

- 2.01 Where deemed necessary for the effective performance of job duties, OKIB shall provide the employee with a cell phone or other wireless electronic device to use for business purposes, in accordance with the terms and conditions set out in this policy.
- 2.02 The equipment remains the property of OKIB and must be returned immediately upon request or upon the termination of the employee's employment, whichever first occurs.
- 2.03 Employees are prohibited from operating a vehicle on OKIB business while using a hand-held cell phone or hand-held wireless electronic device:
- (a) An employee shall not operate a hand-held cell phone or a hand-held wireless electronic device while driving a vehicle; unless the vehicle is off the roadway and lawfully parked;
 - (b) An employee shall not have a display screen of a television, computer or other device visible to the driver while the vehicle is moving, with the exception of a mounted global positioning system or a built-in vehicle systems display that is providing directions verbally;
 - (c) An employee shall not read or view printed material, text, type or write, print or sketch, or engage in any other distractions while driving a motor vehicle.
- 2.04 Employees shall monitor their use of their cell phones and unnecessary use of data or roaming. Where the OKIB deems it necessary to provide a cell phone to an employee, the OKIB shall determine the appropriate plan for the employee and the employee shall be responsible for the difference between the monthly plan and additional usage charges.
- 2.05 OKIB reserves the right to limit, monitor and log any cell phone usage. Employees should not have any expectation of privacy regarding their communication and data usage.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees who have access to and/or use cell phones or wireless electronic devices in the performance of their job duties.

4 RESPONSIBILITY

- 4.01 Supervisors are responsible for ensuring employees have read and understand this policy.
- 4.02 Employees are responsible for the proper care and maintenance of an OKIB-issued cell phone or wireless electronic device, which includes taking reasonable care to prevent the loss, theft or damage of equipment. All malfunctions and/or loss should be reported to the employee's supervisor as soon as possible.

POLICY AND PROCEDURE MANUAL			
Chapter:	Human Resources	SPP No.	HR 6.06.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	CELL PHONE USE	Approved:	
Issue to:	All Manual Holders	Amended:	

5 DEFINITIONS

- 5.01 **Wireless electronic device** means any device that is capable of receiving or transmitting telephone communications, electronic data, and mail or text messages. Devices include cell phones, electronic entertainment devices, audio device, a global positioning system (GPS), two-way radio, gaming device, or any other device requires the user to use his or her hand to operate any of its functions.
- 5.02 **Motor vehicle** includes a vehicle, motorized recreation vehicle, farm tractor, and heavy equipment.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

British Columbia *Workers Compensation Act* and Regulations

- *Motor Vehicle Act* (British Columbia)
- SPP HR 5.05.BC – Conduct and Behaviour
- SPP HR 6.01.BC – Health and Safety Principles

7 PROCEDURE

- 7.01 Employees are to use OKIB provided cell phones or wireless electronic devices responsibly for business purposes and for personal reasons only as necessary. Employees are expected to use a less costly means of communication when it is available. OKIB provided cell phones or wireless electronic devices may be used for personal calls provided the calls are national and do not exceed the monthly allowance of the service provider plan.
- 7.02 Employees using cell phones or wireless electronic devices are expected to conduct themselves in a professional and business-like manner at all times. Employees must respect those around them by turning off the devices during meetings, whenever possible, and refraining from loud conversations within earshot of others.
- 7.03 Employees are prohibited from making illegal transactions, threats, harassing telephone calls or messages, or anything else which contravenes the employee conduct policy while using their cell phones or wireless electronic devices.
- 7.04 Violations of this policy shall be considered a serious offence and will be subject to disciplinary action up to and including termination for just cause.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	PPP No.	HR 6.07.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	SMOKING in the WORKPLACE	Approved:	
Issue to:	All Manual Holders	Amended:	

6.07 Smoking at the Workplace

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to promote and protect the health of its employees. Accordingly, we promote and maintain a smoke-free workplace.

2 POLICY

- 2.01 Smoking is not permitted inside the workplace or in OKIB vehicles. Smoking is only permitted outside, in a designated Smoking Area and at least **three** meters from any doors, windows or air intakes.
- 2.02 The OKIB shall endeavor to designate a Smoking Area will not interfere with the comfort of employees or clients, OKIB reserves the right to change the designation of the smoking area at its own discretion.
- 2.03 In the event a non-smoker has a complaint about tobacco smoke in any place other than the designated "Smoking Area", the concern of the non-smoker shall prevail.
- 2.04 In order to support employees who wish to quit smoking, the Employee Assistance Program (EAP) will provide counselling and resources to assist such efforts. The EAP will also be available to an employee's spouse and family for the purpose of quitting smoking.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Division directors are responsible for ensuring the consistent administration of this policy.
- 4.02 Employees are responsible for respecting their co-workers and OKIB clients' wishes, this policy, and applicable laws related to smoking at the workplace.

5 DEFINITIONS

- 5.01 **Smoking Area** is an area designated by the OKIB, outside of the workplace and at least **three** meters from doorways, windows and air intakes.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Tobacco Control Act* (British Columbia)
- Occupational Health and Safety Regulations of the *Workers Compensation Act*
- *Non-smokers Health Act* (Canada)
- SPP HR 6.03.BC – Occupational Health and Safety Committee

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	PPP No.	HR 6.07.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	SMOKING in the WORKPLACE	Approved:	
Issue to:	All Manual Holders	Amended:	

7 PROCEDURE

- 7.01 To accommodate those who smoke, specific designated smoking areas are available outside each location. These are the only areas where smoking is permitted; and may be used by staff only during the regular rest or lunch periods.
- 7.02 OKIB will work with the Occupational Health and Safety Committee to review and revise this policy as necessary.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Human Resources	PPP No.	HR 6.08.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	SCENT FREE in the WORKPLACE	Approved:	
Issue to:	All Manual Holders	Amended:	New

6.08 Scent Free Workplace

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to establish a procedure to deal with accommodation issues that may arise when an employee shows adverse symptoms from exposure to scented products in the workplace.

2 POLICY

- 2.01 OKIB is a scent free environment. OKIB reserves the right to require an employee to discontinue the use of a particular scented product or products in order to accommodate another employee's sensitivity to such products.
- 2.03 OKIB shall endeavour to use only unscented cleaning products, where possible, and where not possible, that the scented product is only used in places or at times when few people will be exposed to the product's scent.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Supervisors are responsible:
- (a) For communicating this policy to employees and ensuring employees understand the expectations arising from the policy;
 - (b) For responding to employee complaints about scents and fragrances and to employee requests for accommodation;
 - (c) For mediating disputes between employees as they arise, encouraging employees to resolve disputes co-operatively, and when necessary to resolve a dispute, giving employees directions with respect to the application of the policy. In the event a dispute cannot be resolved co-operatively, the wishes of the complainant shall take precedence.
- 4.02 Each employee is expected to be sensitive to the concerns and needs of fellow employees with respect to the employee's use of scented products and fragrances.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Human Rights Code* (British Columbia)
- *Workers Compensation Act* (British Columbia)
- SPP HR 6.01.BC – Health and Safety Principles
- SPP HR 5.04.BC – Workplace Accommodation on the Basis of Disability

POLICY AND PROCEDURE MANUAL			
Chapter:	Human Resources	PPP No.	HR 6.08.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	SCENT FREE in the WORKPLACE	Approved:	
Issue to:	All Manual Holders	Amended:	New

7 PROCEDURE

7.01 Employees suffering from scent-related symptoms should bring the issue to the attention of their immediate supervisors. Scent-related symptoms may include, but are not limited to: headaches, dizziness, lightheadedness, nausea, fatigue, weakness, insomnia, malaise, confusion, loss of appetite, depression, anxiety, numbness, upper respiratory symptoms, shortness of breath, difficulty with concentration, skin irritation.

7.02 Supervisors will attempt to alleviate the effect of the scent(s) on the employee, either by removing the scented product(s) from the employee's work area, requiring a fellow employee to cease using a scented product, or by implementing some other solution to accommodate the needs of the scent-sensitive employee.

8 ATTACHMENTS

None

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Human Resources	PPP No.	HR 6.09.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	RETURN TO WORK PROGRAM	Approved:	
Issue to:	All Manual Holders	Amended:	New

6.09 Return to Work Program

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to maintain a commitment to assist the employee returning to his or her job after an absence due to Injury, Illness or disability as soon as possible. OKIB believes that the successful recovery of injured employees depends on early intervention and assistance with the rehabilitation and return to work process.

2 POLICY

- 2.01 An employee who sustains a temporary or permanent work-related Injury or Illness covered by the *Workers Compensation Act* is entitled to be re-employed by the OKIB consistent with the provisions of this Statement of Policy and Procedure.
- 2.02 An employee who sustains an Injury or Illness outside of the workplace shall be covered by the provisions of Sick Leave Policy and/or Long Term Disability Benefits of the OKIB.
- 2.03 Upon receipt of a written report from an injured employee's physician, OKIB will assess whether or not the employee is able to perform the Essential Duties of his or her job (with or without modification), or whether Suitable Alternate Work is available for the employee. OKIB will then develop a Return to Work Plan to outline the employee's duties upon returning to work through to his or her return to full regular duties. The Return to Work Plan will address the following:
- A licensed physician's recommendations on the employee's ability to perform the Essential Duties of his or her pre-injury job and whether any accommodation or modified duties may be necessary
 - Whether Suitable Alternate Work is available for the employee
 - Whether other Employment is available for the employee
- 2.04 If the employee is able to perform the Essential Duties of his or her previous position, the employee will be reinstated into that position or offered another position which is comparable in nature and earnings.
- 2.05 If the employee is unable to perform the Essential Duties of his or her previous position, he or she will be offered Suitable Alternate Work, if it is available, at the Regular Wage Rate associated with that position
- 2.06 If no Suitable Alternate Work is available, the employee may be offered other employment which is available with OKIB and which is within the employee's current abilities, or which would be within the employee's abilities within a reasonable period of training. Where no other work is available the employee shall receive notice of Lay-Off.
- 2.07 If alternative employment is offered to an employee under this policy, and the employee refuses to accept the position, the employee will be deemed to have resigned his or her employment with OKIB.

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2.08 Any disputes regarding the employee's Return to Work Plan will be resolved in accordance with the dispute resolution process outlined in paragraph 7.07 herein.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to any employee who has been employed with the OKIB for at least **one** year and

- (a) Who sustains a personal injury by accident arising out of and in the course of his or her employment, or,
- (b) Who suffers from and is impaired by an occupational disease that occurs due to the nature of his or her employment by the OKIB in an occupation in which the employee is engaged.

4 RESPONSIBILITY

4.01 Supervisors are responsible for:

- (a) Informing the SCB of an accident or injury by completing and submitting Form 7 – OKIB's Report of Injury or Occupational Disease, within **three** days of becoming aware of the accident or injury;
- (b) Making early contact with an injured or ill employee as soon as possible after an injury or illness occurs, as well as maintaining communication through the period of the employee's recovery;
- (c) Communicating with the injured employee to ensure that the employee and employee's physician are provided with a Physical Demands Analysis for the employee's job and ensuring that a written Fitness for Work report is completed by the employee's Physician and received by the supervisor as soon as possible after the injury occurs;
- (d) Using the Fitness for Work report to asses:
 - i. Whether or not the injured employee is able to perform the Essential Duties of his or her regular job with or without modification,
 - ii. Whether suitable alternate work is available for the employee; or
 - iii. Whether other employment is available within the OKIB for the employee;
- (e) Drafting a Return to Work Plan for the employee's review, if necessary;
- (f) Preparing and submitting any documents necessary to facilitate the employee's return to the workplace; and
- (g) Notifying the Executive Director, and ultimately, the Workers' Compensation Board, if necessary, of any dispute with the employee regarding the employee's return to work which cannot be resolved without the intervention of a third party.

4.02 Employees are responsible for:

- (a) Contacting the Supervisor as soon as possible after suffering an injury or illness, as well as maintaining communication through the period of his or her recovery;
- (b) Ensuring that a written report regarding fitness for work is completed by his or her physician and for submitting same to his or her Supervisor as soon as possible following the injury or illness;
- (c) Working with his or her Supervisor to review and, if necessary, modify the Return to Work Plan;

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- (d) Following the Return to Work Plan as set out and keeping his or her Supervisor informed of any changes in his or her rehabilitation or physical condition that affects his or her ability to work.

5 DEFINITIONS

- 5.01 **Essential Duties** means the primary responsibilities of the pre-injury job that allows the worker to resume a pre-injury level of productivity.
- 5.02 **Illness** means an occupational disease that occurs due to the nature of his or her employment which results in lost time of **five** working days or more, and to which the *Workers Compensation Act* applies.
- 5.03 **Injury** means personal injury by accident arising out of and in the course of his or her employment which results in lost time of **five** working days or more, and to which the *Workers Compensation Act* applies.
- 5.04 **Regular Wage Rate** means regular hourly wages or salary, excluding Overtime, commissions, bonuses, or other additional compensation.
- 5.05 **Suitable Alternate Work** means a job within the employee's current abilities, or which would be within the employee's abilities with **two** weeks of training or less, and is of a nature and has earnings comparable to the employee's previous job, and would not cause any health or safety risks to the employee or his or her co-employees.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Human Rights Act*
- *Workers Compensation Act* (British Columbia)
- SPP HR 5.02.BC – Dispute Resolution
- SPP HR 5.04.BC – Workplace Accommodation on the Basis of Disability
- SPP HR 6.02.BC – Accident and Injury Reporting

7 PROCEDURE

- 7.01 As soon as possible following a work-related injury or illness, the employee must have his or her physician complete a Fitness for Work report, the employee's Supervisor will devise a Return to Work Plan consistent with the principles specified in paragraph 2.03 of this document. The Supervisor shall give the Return to Work Plan to the employee for his or her review and shall consult with the employee regarding any modifications to the Plan requested by the employee.
- 7.02 The Supervisor and employee may agree to modify the Return to Work Plan.
- 7.03 The Supervisor shall prepare and submit any documents necessary to facilitate the employee's return to the workplace.
- 7.04 Disputes between the Supervisor and employee which cannot be resolved between them shall

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are subject to the Discipline Policy. If a resolution cannot be arrived at to which all parties agree, the OKIB shall refer the issue to the Workers' Compensation Board for guidance, which may include further referral to mediation or disposition by the Board, the results of which will be binding on both the OKIB and employee.

- 7.05 The Supervisor shall keep the Workers' Compensation Board informed of the employee's return to work within **twenty-four** hours of the employee's return and shall provide the Board with periodic updates of the employee's progress, as necessary and/or required.

8 ATTACHMENTS

WCB Form 7

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Human Resources	PPP No.	HR 6.10.BC
Section:	Health & Safety	Drafted:	Mar. 23, 2015
Subject:	WORK FROM HOME	Approved:	
Issue to:	All Manual Holders	Amended:	New

6.10 Work from Home

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure that key functions within the OKIB's core business can be conducted from employee's homes or other remote locations.

2 POLICY

- 2.01 If the division director determines there is a need for an employee to work from home, the division director may be request the employee to work from home.
- 2.02 Where an employee is asked to work from home, and does not have the current technological infrastructure to do so, the OKIB may temporarily provide the employee with the necessary equipment and/or software, at the OKIB expense.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 The division director is responsible for ensuring the consistent application and administration of this policy, throughout their division.
- 4.02 The Executive Director is responsible for facilitating the implementation of technological changes required for this policy.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- HR 2.04 – Terms and Conditions of Employment
- HR 5.07 – Information Protection
- HR 5.11 – Social Media, E-mail and Internet Use

7 PROCEDURE

- 7.01 Division Directors in collaboration Human Resources with shall:
- Identify the job responsibilities that can be performed by employees working from home.
 - Identify the key personnel, and their backups who will perform this work.
 - Ensure that these employees have the training required to work from home.
 - Ensure employees know whom they report to during this period.
 - Ensure that division directors and supervisors have the training and resources they need to monitor and manage employees remotely.

POLICY AND PROCEDURE MANUAL			
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7.02 Network Administrator shall:

- Ensure that the employees who will be working from home have the hardware, software, and bandwidth required to work from home.
- Identify the corporate information resources that these employees need, and ensure they have access to it with appropriate security measures in place.
- Forecast the impact that increased traffic will have on existing IT infrastructure, and put a plan in place to increase the capacity of the infrastructure to meet the need.
- Ensure that the new infrastructure meets standards of security for confidentiality of corporate client, and personal information.
- Rigorously test the new infrastructure.

7.03 Executive Director and Senior management shall:

- Establish policies for the purchase or lease and maintenance of the required hardware and software.
- Have Telework (work from home) Agreements in place with employees, division directors and supervisors stipulating the terms and conditions of the arrangement. The agreement shall be signed by all parties.
- Manage by objective and results instead of managing by observation.
- Ensure that if a telecommuting arrangement is not working that it is reviewed and either modified or terminated (depending on the circumstances of the cause). A telecommuting arrangement has to be mutually supportive and beneficial.
- Provide and clearly communicate guidelines on various issues related to telecommuting to employees, supervisors, and division directors (see paragraph 7.06 below).

7.04 Employees shall:

- Maintain good work habits from the moment they begin telecommuting.
- Identify a safe location in their home away from distractions as their workplace. Employees do not need to devote an entire room to their office at home.
- Set a work schedule for the days they telecommute and abide by the set schedule.
- The telecommuting agreement has an attachment for defining work hours. Begin and finish work at the same time on telecommuting days.
- Manage work efficiently. Employees must ensure they keep themselves informed and continue a high level of productivity.
- Maintain contact with the office or division director or supervisor. Be sure to stay in touch with the office (or any other designated person or location) during telecommuting days.
- Ensure access to their telephone and voice mail at work. If such access is not available, employees should arrange access to a telephone line and use an answering machine while working at home. Employees should arrange for OKIB to forward business calls to the employee's home.
- Meet deadlines as if they were in the office. Ensure reports are mailed on time and that they arrive the day they are due or earlier. If sending reports by email, they should also arrive on time.

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- Keep supervisors or division directors informed about the status of the /task, program(s) and work in progress and any difficulty encountered on a timely basis.
- Always attend departmental or OKIB gatherings and group meetings whether online or at the office or any other designated location.
- Train the people at home to minimize interruptions during work hours. Employees should determine what interruptions are acceptable and develop ground rules for their families to follow about interruptions while working at home.
- Ensure that office equipment and supplies provided by the OKIB are only used for business purposes and are returned when the employee is no longer required to work from home.
- Maintain the same level of professionalism used while at the workplace with respect to telephone and email manner, protection of OKIB property, and confidentiality.

7.05 Supervisors or division directors will:

- Apply the same management skills used to manage employee working in the office to telecommuters.
- Understand the time frame involved in completing tasks and the resources required to see projects through to completion. Distribute work effectively among employees.
- Set means of communicating the timelines, potential challenges, the expectations for the finished product and the due date. Work with employees to develop a timeline with reasonable and timely goals. Set up periodic review to determine the progress of the tasks the employees are performing, such as a designated point during the program, upon completion of certain tasks, or on a recurring basis, such as once a week on Monday.
- Always enforce positive behaviour. Bring unsatisfactory performance to the employee’s attention immediately. Develop employee capabilities to correct deficiencies. Use the communication tools to provide employees with timely feedback.

7.06 The following principles will guide the planning, design, and implementation of this policy:

Interoperability

- Any solution created should be well-integrated within the current IT environment that will create undue hardship to the OKIB.

Scalability

- The technology should have the capacity to grow, to include more users, more applications, as well as the capacity to be upgraded as technology changes.

Robustness

- The technology used needs to be as reliable and secure as possible, and be capable or running without constant tuning and monitoring.

Privacy

- Technology must protect the privacy of all users.

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Security

- Any telecommuting solution created must meet the organization's standard for security from unwanted or malicious access.

Guidelines

- Guidelines and procedures will be developed and published for the following:
- Contacting the telecommuters when an issue arises in the office.
- Answering or forwarding the telecommuters' telephone calls.
- Communicate with the office, supervisors, and division directors at regular intervals
- Contingency planning in case something goes wrong.
- Assessing whether a telecommuting arrangement is not working and troubleshooting solutions.
- Organizing the home office.
- Available equipment and technologies for use while telecommuting such as telephone, voice mail, electronic mail, pagers, facsimile machines, computers, remote software (e.g. VPN).
- Retaining and safeguarding all records, papers, and correspondence for their return to the official location. Work done at the telecommuting location is official OKIB business. Release or destruction of any records should only be done at the official location according any applicable regulation or OKIB policy. Computerized files are official records and shall be similarly protected.

8 ATTACHMENTS

Telework Agreements

9 REPEALS

None

POLICY AND PROCEDURE MANUAL			
Chapter:	Human Resources	PPP No.	HR 6.11.BC
Section:	Health & Safety	Drafted:	Mar.23, 2015
Subject:	DRUG and ALCOHOL TESTING	Approved:	
Issue to:	All Manual Holders	Amended:	New

6.11 Drug and Alcohol Testing

1 PURPOSE

- 1.01 The purpose of this Statement of Policy and Procedure is to ensure the safety of all employees and the public at large.

2 POLICY

- 2.01 OKIB does not conduct random drug or alcohol testing at any time.
- 2.02 For designated safety-sensitive positions, and where OKIB has determined that it is reasonably necessary in order to ensure a safe work environment; candidates shall be required to provide a drug and/or alcohol test as a condition to the job offer.
- 2.03 Where there has been an accident or safety-related incident or close-call, OKIB may require employees who were involved in the incident to submit a drug and/or alcohol test as part of OKIB's investigation.
- 2.04 All information regarding drug or alcohol tests shall be kept confidential and used only for the purpose for which it was collected. As with all health information, records shall be stored in the employee's personnel file.
- 2.05 In order to maintain a safe work environment all employees shall report behaviours that indicate alcohol or drug impairment on the job to the Division Director.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Supervisors are responsible for obtaining the employee's or an employment candidate written consent to collect information regarding their drug and/or alcohol use.
- 4.02 Supervisors should report any suspected impairment on the job and take the necessary steps to ensure that an impaired employee's safety or the safety of others is not compromised.

5 DEFINITIONS

Designated safety-sensitive position is a position in which incapacity due to drug or alcohol impairment could result in direct and significant risk of injury to the employee, others, or the environment". (The Canadian Human Rights Commission)

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Human Rights Act*
- *Personal Information Protection and Electronic Documents Act (Canada)*
- SPP HR 5.04.BC – Workplace Accommodation on the Basis of Disability
- SPP HR 5.07.BC – Information Protection
- SPP HR 6.04.BC– Impairment in the Workplace

POLICY AND PROCEDURE MANUAL			
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Section:	Health & Safety	Drafted:	Mar.23, 2015
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7 PROCEDURE

- 7.01 Where a candidate has been offered employment in a safety-sensitive position, the employee may be asked to submit to a drug and/or alcohol test. In evaluating which positions are “safety sensitive positions” the OKIB shall examine what consequences are risked if the person performing the particular kind of work does so while impaired by drugs or alcohol. The OKIB shall also evaluate the specific work being performed and the nature of the equipment/materials operated or used.
- 7.02 Drug and alcohol tests of job candidates shall be administered at the workplace, whenever possible, as long as there are qualified personnel available; otherwise testing shall be administered at a location designated by OKIB.
- 7.03 Upon receipt of test results, candidates shall meet with **Division Director and Human Resources Director** to review the results and either confirm or withdraw the offer of employment. Contingent offers of employment shall only be withdrawn if the results of the test indicate a use of drugs or alcohol that would prevent the employee from carrying out the essential duties of the job in a safe manner.
- 7.04 After a workplace accident or close-call, if, in the opinion of the responsible Supervisor, there is a reasonable belief that alcohol or drug use may have been a contributing factor, the employee(s) involved in the incident shall submit to drug and/or alcohol testing in a timely manner as part of the investigation.
- 7.05 Employees shall be asked to provide written consent to the testing and to the release of results directly to the OKIB on the Medical Test Consent Form.

8 ATTACHMENTS

Medical Test Consent Form

9 REPEALS

None