

Field Hockey Ontario

- Employees Policies -

Created by:

Coreen Flemming

Mary Cicinelli

Peter D'Cruz

Margaret Lanning

Gayle Redshaw

Beth Ali

Catherine Jones

Field Hockey Ontario expresses their appreciation to the following for their assistance:

- * Field Hockey Canada
- * Ontario Gymnastics Federation
- * Ontario Ringette Association

TABLE OF CONTENTS

Section A: Categorization and Definition of Employees

	Page No.
1.0 Professional Staff	3
2.0 Support Staff	4
3.0 Contractors	4
4.0 Volunteer Positions	4

Section B: General Policies - Professional Staff

1.0 Hours of Work	5
2.0 Statutory Holidays	5
3.0 Days in Lieu	5
4.0 Various Leaves	6
5.0 Vacations	7
6.0 Expenditures	8
7.0 Professional Development	9
8.0 Resignation or Termination	9
9.0 Job Description	9
10.0 Staff Hiring and Training	10
11.0 Salary Administration Plan	10
12.0 Reporting Relationships	11
13.0 Absence Reporting	11
14.0 Personal Information	12
15.0 Personal Information Authorization	12
16.0 Conflict of Interest	12
17.0 Appeal Procedure	12

EMPLOYEE POLICIES

Section A: Categorization and Definitions of Employees

1.0 PROFESSIONAL STAFF

1.1 Professional Staff are those employees designated as "Directors" or "Co-ordinator"

within Field Hockey Ontario. Position titles may include:

- Executive Director
- Technical Director
- Programme Co-ordinator.

1.2 The Professional Staff positions may be financially supported by the Ministry of Citizenship, Culture and Recreation, the Corporation (Field Hockey Ontario), or a combination of MCzCR and Field Hockey Ontario.

1.3 Professional Staff positions may be full or part-time, in accordance with the specific employment contract.

1.4 Professional Staff positions receive salaries calculated on an annual salary basis, and full-time staff receive the corporation benefits as outlined in the Ontario Sports and Recreation Centre Benefit Package.

1.5 Professional Staff are employed under an "closed" contract, but in accordance with specific employee job description.

1.6 Annual Performance Assessments or Appraisals are conducted for each Professional Staff member.

1.7 An approved corporation job description is available for all Professional Staff positions, although the employees may be requested to perform tasks or be responsible for areas outside of that job description. The job description will be reviewed on an annual basis.

1.8 Professional Staff may not hold elected office.

1.9 Placement students placed within Field Hockey Ontario must follow the regulations set out by the supervisor and/or Field Hockey Ontario.

2.0 SUPPORT STAFF

2.1 Support Staff are those employees designated as "Secretaries" within Field Hockey Ontario. Position titles may include:

- Administrative Assistant
- Secretary.

3.0 CONTRACTORS

3.1 Contract Personnel are hired on a short-term basis, (twelve months or less) with a closed contract.

3.2 Contract Personnel perform very specific functions, as outlined in their Contract of Employment.

3.3 Contract Personnel receive remuneration in strict accordance with their contract, and are not eligible for any of the corporation benefits.

4.0 VOLUNTEER POSITIONS

Volunteer positions where honorarium is provided ie: coaches, clinicians, managers and medical personnel must operate within the framework of the governing organizations.

Section B:General Policies - Professional Staff

The following policies will pertain to all professional staff in the corporation, unless a section is overridden by a specific clause in the employee's Contract of Employment.

1.0 HOURS OF WORK

The nature of the work conducted by the Professional Staff of Field Hockey Ontario precludes defining daily hours of work. However, the Professional Staff are expected to work the equivalent of a thirty-five (35) office hours work week, with the exception of vacation days, approved leave, and statutory holidays. The office will be staffed Monday to Friday, from 8:30 am to 4:30 pm with the exception of statutory holidays.

Part-time Professional Staff are expected to work twenty-one (21) office hours per week.

2.0 STATUTORY HOLIDAYS

Field Hockey Ontario recognizes ten (10) days during the calendar year as paid Statutory Holidays. They are New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, first Monday in August, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

When a Statutory Holiday falls on Saturday or Sunday, it will normally be observed on the following Monday. When a Statutory Holiday falls during an employee's vacation period, an additional day may be added, or taken at a later time in the year.

If an employee is absent from work on a day immediately preceding or following a Statutory Holiday or a Holiday weekend, that day will be considered a vacation day or day in lieu, unless a medical certificate is supplied. (reference Section 13)

Other days of religious observance will be considered upon request.

3.0 DAYS IN LIEU

Professional Staff are required to work on specified weekends, statutory holidays and evenings in order to attend meetings, tournaments or special events.

The corporation will allow days off in lieu of weekend or statutory holidays worked on a straight one-for-one basis. These days in lieu should be taken as close to

the weekends worked as possible.

Only five (5) days in lieu may be carried over from one quarter to the next quarter. These are defined as fiscal year quarters: April 1 - June 30; July 1 - September 30; October 1 - December 31; January 1 - March 31.

A maximum of fifteen (15) days per year may be taken.

A request for lieu time must be made to the Executive Director one (1) week in advance. Lieu time may be taken in full or half days only. Lieu days not taken upon resignation/termination are forfeited.

Lieu days cannot be converted to a monetary value.

Any deviation of this policy will be at the discretion of the employee supervisor and the Board of Executives.

4.0 VARIOUS LEAVES

4.1 Compassionate Leave

Field Hockey Ontario will grant Compassionate Leave with pay to Professional Staff. This leave cannot exceed three (3) days in any one case, and will be granted in case of serious accident or death in the employee's immediate family (ie: parents, step-parents, spouse, common-law partner, sibling, child, step-child, mother-in-law, father-in-law or grandparent). Compassionate leave may also be granted in emergency cases, at the discretion of the President.

4.2 Sick Leave

Casual Sick Leave shall be defined as periods of up to three (3) days and not requiring a doctor's care. Employees are entitled up to ten (10) working days of casual sick leave per year. If the ten (10) day limit is exceeded, employees must produce a doctor's certificate for the excessive absence, in order to avoid a salary deduction.

Certified Sick Leave is considered to be any period over three (3) successive days, and requires that a medical certificate be submitted to the Executive Director (or President in the case of the Executive Director). Sick Leave requiring a medical certificate will not be accumulated against casual sick leave.

Casual and Certified Sick Leave with pay cannot exceed a total of fifteen (15) working days in any one fiscal year.

Casual and/or Certified Sick Leave not taken cannot be accumulated or transferred to any other fiscal year.

Health related appointments will be taken in lieu time.

4.3 Parental Leave

Parental leave will be granted as per the Federal and Provincial laws in effect. Employees will receive a Record of Employment to ensure that they are able to collect Employment Premiums for the applicable period. No salary will be paid during parental leave.

4.4 Special Leave

In special or exceptional circumstances, special leave may be granted, with or without pay. This shall be determined upon the request of the employee, by the Chair.

4.5 Jury Duty or Crown Witness

An employee who is required to serve on Jury Duty or as a subpoenaed Crown Witness must advise the Executive Director and submit a copy of the Notice to Serve.

All such absences are considered leave with pay and all payments received by the court associated with the employee's civic duty performed either as a Juror or a Crown Witness must be submitted to Field Hockey Ontario.

5.0 VACATIONS

Full-time Professional Staff are entitled to receive paid vacation time as follows:

< 12 months employment	- 10 working days (2 weeks)
1 year to 3 years	- 15 working days/per year (3 weeks)
4 years to 9 years	- 20 working days/per year (4 weeks)
10 years plus	- 25 working days/per year (5 weeks)

Employment refers to consecutive years of service.

If an employee is terminated/resigns in the first twelve months of employment, and has not taken vacation time earned, the gross salary for the equivalent number of earned days will be added to the final paycheque, prior to net pay being calculated.

If an employee is terminated/resigns after one year, payment will be made for earned vacation not yet taken, in accordance with the employee contract. A payroll deduction will be made for any vacation time taken, but not yet earned.

Vacation time can be taken following the probation period of six (6) months of employment. These requests must be approved by the Board of Executives.

The Executive Director will attempt to co-ordinate vacation schedules so that adequate coverage is provided at all times. In the case where two or more

employees request the same vacation time, seniority (years of service) and need shall prevail. The Executive Director will present vacation requests to the Board of Executives for ratification.

Professional Staff may, with the approval of the President carry over up to five (5) working days of vacation time, to the next fiscal year. The carry over time must be taken within the first three (3) months of the fiscal year.

Vacation requests must be made to the Executive Director by May 1st of each year.

Part-time staff vacation - as per contract.

6.0 EXPENDITURES

Professional Staff will be reimbursed for approved travel and administrative expenditures, in accordance with the current corporation policies.

Staff are expected to account within thirty (30) days of the event, and submit original receipts in all cases except food.

The daily meal allowance for Professional Staff shall be \$25.00. Exceptions may be made, for travel overseas or to specific events. These exceptions must be approved by the President. Vehicle travel will be covered at a rate of .20 cents per km.

7.0 PROFESSIONAL DEVELOPMENT

Field Hockey Ontario recognizes that staff training and professional development experiences are important to the long-term well being of the corporation and the employees.

A Professional Development pool of money will be set aside each year. Employees may seek approval from the Human Resources Committee for the use of these funds. Professional Development opportunities should relate directly to the employee's job or identified areas of weakness in current or future performance areas.

The employee may also apply for assistance with related but non-essential upgrading. If granted, this contribution may be considered to be taxable benefit, in accordance with the current Canada Income Tax releases.

Successful completion and a passing grade must be achieved.

8.0 RESIGNATION OR TERMINATION

Every employee will have a termination/resignation clause in their Contract of Employment.

In general terms, Professional Staff are expected to provide a minimum of thirty (30) days notice upon submission of their resignation.

Continued employment with the corporation is subject to an annual Performance Appraisal.

9.0 JOB DESCRIPTION

A job description, outlining in general terms, the expectations and responsibilities of the employee, will be written for every Professional Staff position. The job description will be reviewed annually by the employee and appraiser, and then by the Human Resources Committee and then ratified by the Board of Executives.

Major changes in job descriptions shall be approved by the Executive Committee of the Board. Minor changes in the job descriptions shall be made at the discretion of the Executive Director and reported to the Executive Committee.

10.0 STAFF HIRING & TRAINING

10.1 Employees shall be hired as required by the Board of Executives, who will establish specific areas of responsibility and job descriptions with the Executive Director. The Executive Director shall be responsible for initiating the hiring procedure and training of office staff, both full and part-time.

10.2 When hiring full time staff, a Selection Committee shall be appointed by the Executive Director, and will include the Sports Consultant, the Executive Director, and one or two members at large. The Selection Committee shall conduct interviews and make a final recommendation to the Executive Committee. The Executive Committee's decision shall be final.

10.3 The hiring of an Executive Director shall be conducted in a similar manner to that of full-time staff, but shall received the approval of the full Board of Executives.

Once the hiring decision is made and the candidate has accepted, notification will be sent to all unsuccessful candidates.

10.4 All staff hired with financial support from the Ministry of Citizenship, Culture and

Recreation shall be hired as per Ministry Citizenship, Culture and Recreation Policies. The Executive Director shall be responsible for ensuring that the Ministry

Citizenship, Culture and Recreation Policy is met.

10.5 The Executive Director shall be responsible for the training of:

- full time Field Hockey Ontario staff
- full and part-time secretarial staff
- part-time and casual Field Hockey Ontario staff
- contract staff.

11.0 SALARY ADMINISTRATION PLAN

11.1 This Salary Administration Plan applies to all salaried employees of Field Hockey Ontario.

11.2 The first criteria to be used in determining staff salary levels will be the guidelines indicated by the Ministry Citizenship, Culture and Recreation.

11.3 The Executive Committee and Staff Liaison shall use Performance Appraisals to determine possible salary increases.

11.4 Salary increases shall be calculated on a percentage basis.

Percentages will be determined on an annual basis, taking into respect the current financial situation of Field Hockey Ontario.

12.0 REPORTING RELATIONSHIPS

12.1 The Executive Director shall be responsible to the Board of Executives and will report directly to the President. She/he shall liaise with the VP Finance and Chair of all committees which fall under the Executive Director's areas of responsibility as outlined in the job description.

12.2 The Technical Director and Programme Co-ordinator shall be responsible to the Executive Director. They shall liaise with the appropriate Vice President and Chair of all Committees which fall under their areas of responsibility as outlined in their job descriptions.

12.3 The Secretarial staff and all other staff shall be responsible to the Executive Director.

13.0 ABSENCE REPORTING

13.1 The Executive Director is responsible for the recording of absences. It is,

therefore, essential that all employees inform the Executive Director of any planned

absences. At this time, the reason for the absence and the expected return date should be indicated.

13.2 The Executive Director shall be responsible for maintaining records of employee time off, including holidays, leave of absence, sick time, lieu time, personal appointments, lateness to work etc.

13.3 If an employee must leave work during office hours, because of illness or other pressing reasons, they shall inform the Executive Director.

13.4 It is the responsibility of the employee to inform the Executive Director of:

- deviations occurring in the work week or hours of work
- lateness to work
- hours worked outside of the normal work week
- absence due to any reason.

13.5 All information shall remain confidential and access shall be restricted to the President of Field Hockey Ontario.

14.0 UPDATE OF PERSONAL INFORMATION

The Field Hockey Ontario office must have up-to-date personal information on all employees. It is an employee's responsibility to inform the Executive Director, in writing, of any change in name, address, home telephone number, etc, and to do so promptly. Any situation arising due to incorrect employee information is the sole liability and responsibility of the employee. All information shall remain confidential.

15.0 PERSONAL INFORMATION AUTHORIZATION

Occasionally, the Field Hockey Ontario office received inquiries to confirm or provide information regarding an employee's address, home telephone number, earning, hire date, etc. Such information is confidential and will not be released except as required by law, without the employee's authorization in writing.

16.0 CONFLICT OF INTEREST

16.1 Professional, Contract and Support Staff shall not enter into any agreement or contract for the sale, manufacturing or promotion of field hockey supplies and/or services with any other agency which could create a conflict of interest in the mind of the corporation without the specific written consent of the corporation. Consent may not be arbitrarily withheld.

16.2 Professional, Contract and Support staff shall not enter into any agreement or contract for the use of services with any other agency other than the corporation without the specific written consent of the corporation. Consent may not be arbitrarily withheld.

16.3 All requests must be submitted to the Board of Executives in writing.

17.0 APPEAL PROCEDURE

17.1 Written intent to appeal must be submitted to the President (or designate) within 48 hours of notification of the incident. Follow up documentation must be submitted in writing within five (5) working days after notification of the incident.

17.2 The President or designate will appoint an Appeals Committee of three (3) members and will solicit the required documentation pertaining to the incident. The Committee shall meet within one (1) week after receiving the documentation.

17.2 The appellant will receive written notification within 72 hours of decision.

A:EMPOLICY.91