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| INTRODUCTION These guidelines facilitate mutual respect, good communication and professionalism among the Board and staﬀ.  The Chief Executive Oﬃcer (CEO) is responsible for human resource management. TAL complies with all relevant legislation.  Human resource decisions are made within the overall budget framework, ensuring the sustainability of decisions. |
| EMPLOYEE TYPES Permanent Employees: are employed on a continuous basis in either a full-time or part-time positions (minimum of 14 hours per week).  Term Employees: are hired for a speciﬁed term in either a full-time or part- time position.  Employees who are seconded to work at TAL will have their terms of employment deﬁned in a contract with their employer.  Practicum Students are not employees. See the Student Placement Policy. |
| WORKING CONDITIONS **Hours of Work**  Employees normally work 35 hours per week. The CEO may approve changes to regular hours.  Employees are entitled to two 15-minute paid breaks and one 60-minute unpaid meal break in an 8-hour period. |
| Working from home The CEO may approve working from home or other locations subject to operational requirements.  Employees working from home will sign the Work from Home Agreement, including an OHS review of the home workspace. |
| Equity, Diversity, and Inclusion All HR activities will be reviewed to ensure support for equity, diversity, and inclusion.  Vacant positions will be reviewed prior to posting to ensure that all requirements are bona ﬁde job requirements. |
| Performance ReviewEmployees will have an annual performance review completed by May 31st. Performance reviews will use the Annual Performance Review procedure. |
| Leave without pay The CEO may approve leave without pay, or reduced hours of work, subject to operational requirements. A plan to use vacation allotment and earned time oﬀ in lieu of overtime must be included in any request for leave without pay.  The employee and the CEO will sign a revised terms of employment agreement for approved leave without pay. |
| Job-protected leaves Employees are entitled to job-protected leaves in accordance with legislation. The CEO may grant additional leave.  Employees must reimburse TAL for any jury duty pay received from the courts. Overtime is not accrued for jury duty. |
| COMPENSATION TAL provides fair and equitable compensation based on internal equity and market comparison.  Compensation is reviewed annually as part of the budget process. The CEO determines the position of each job on the grid.  Annual increments are dependent on a successful performance review.  TAL pays an additional amount for a temporary higher level of responsibility assigned for more than one month (Acting Pay). This will be noted in an agreement signed by the employee and the CEO. |
| Professional Development Each employee is allocated an annual amount for professional development; determined by the Board during the budget process. It will be pro-rated for part-time employees.  Professional development funds can be spent on any learning activity that contributes to TAL’s goals and is approved by the CEO.  Unspent amounts can be carried over for one year. |
| Overtime Overtime is managed in accordance with legislation and the Individual Overtime Agreement. Employees can accrue a maximum of 35 hours. Staﬀ will use in-lieu time ahead of vacation.  In-lieu time is not granted for training and professional development activities, travel to conferences or jury duty.  The CEO and Finance Manager are designated management positions and are not entitled to overtime. TAL provides 5 days oﬀ per year in-lieu of overtime. These days may not be carried into the next year. |
| Reimbursement of expenses TAL reimburses employees for expenses incurred on TAL business. See to the Finance Policy and Reimbursement of Expenses Policy. Employee Group Beneﬁt Plan TAL may, from time to time, change components of the benefit package, including cost-share. Insured benefits are subject to and governed by the terms and conditions of the policies or contracts entered into with the underwriters of the plans.  Permanent, full-time employees working a minimum of 20 hours per week are eligible for Group Benefits following a waiting period of 3 months continuous service.  Group Benefit Components 100% funded by TAL:   * Extended Health Care (EHC) * Dental Care * Employee Assistance Program 100% paid by Employee: * Accidental Death and Dismemberment * Dependent Life Insurance (if applicable) * Group Life Insurance * Long Term Disability   Employees must continue with the Group Benefit Plan if on paid leave.  Employees may continue to participate in the Group Benefit Plan while on Job Protected Leaves up to a maximum of 1 year with the employee responsible for the employee portion of EHC & Dental benefits premium.  **Local Authorities Pension Plan (LAPP)**  All permanent employees who work 30 or more hours per week on average in a service year must participate in LAPP, unless they are not eligible according to the terms of the Plan.    There will be a 3-month waiting period for new employees. The CEO may waive the waiting period. New employees who are already participating in LAPP upon their hire will continue with the Plan with no waiting period provided there is no gap in service.    Employees who work 21 or more hours per week, but less than 30 hours per week, may elect whether or not to participate in LAPP. Employees who elect to participate in LAPP must continue to do so until their employment ends or they become ineligible due to a change in their reemployment status. Employees who elect not to participate shall sign a waiver indicating their choice. They shall then be ineligible to join LAPP at any future date unless their participation becomes compulsory because of a change in their employment status.    Employees who work less than 21 hours per week and temporary employees are not eligible to participate.  The base hours required by a full-time employee to earn one year of service within a calendar year, without working overtime is 1,820 hours (7hrs/day, 5 days/week, 52 weeks/year).  Acting pay, Pensionable salary shall include regular gross pay, and acting pay. |
| Sick Leave Employees must notify the CEO of unexpected absences as soon as possible. The CEO may require the employee to provide a medical certiﬁcate.  Permanent and term employees accrue 15 days per year for personal illness or injury, medical appointments or for the care of immediate family members. Sick leave is pro-rated for part-time permanent and term employees.  Sick leave credit accrues while an employee is on pregnancy and/or parental/adoption leave. No sick leave is accrued while an employee is on unpaid leave.  Unused sick leave may be accumulated to a total of 85 days. Unused sick leave is not paid out upon termination or resignation. |
| Medical Appointments Employees shall schedule medical and dental appointments to cause the minimum disruption in their work. Appointments longer than 3 hours shall be counted as sick leave. |
| Extended Illness Leave The CEO may grant up to 2 weeks paid leave in the case of extended illness. A medical certiﬁcate may be required as part of the request for such leave. All accumulated Sick Leave must be used before accessing Extended Illness Leave.  To return to work, an employee on Extended Illness Leave must provide a medical certiﬁcate certifying their ﬁtness to return to work. |
| Vacation Employees earn vacation as follows:   * 3 weeks (15 days) per year during the ﬁrst 5 years of employment * 4 weeks (20 days) per year during the ﬁfth to twelfth year of employment * 5 weeks (25 days) per year after 12 years of employment. * Vacation allotment for part-time staﬀ is pro-rated as deﬁned in their employment contract   Term employees accrue vacation in accordance the Employment Standards Act.  Vacation credit for the year is available to employees as of January 1 of that year. If an employee leaves TAL owing vacation time, the amount is deducted from the ﬁnal pay cheque.  Employees should use vacation time each year. A balance of more than 5 days at the end of the year requires the CEO’s approval to carry forward. |
| General Holidays TAL staﬀ are entitled to the following holidays:   * + New Year’s Day   + Family Day   + Good Friday   + Easter Monday   + Victoria Day   + Canada Day   + Heritage Day   + Labour Day   + Thanksgiving Day   + National Day for Truth and Reconciliation   + Remembrance Day   + Christmas Day   + Boxing Day  RELATED DOCUMENTS  * *Student Placement Policy* * *Finance Policy* * *Reimbursement of Expenses Policy* * *OHS Policy*  Respectful Workplace Policy  * *Work from home Procedures* * *Working from home agreement form* * *Individual overtime agreement form* * *Performance Review procedures* |

# RELATED LEGISLATION

# *This policy is governed by:*

# (Ctrl + Click to access link)

# [Alberta Employment Standards](http://www.qp.alberta.ca/1266.cfm?page=1997_014.cfm&leg_type=Regs&isbncln=9780779788095&display=html) and [Code](https://kings-printer.alberta.ca/1266.cfm?page=e09.cfm&leg_type=Acts&isbncln=9780779783366&display=html)

# [Alberta Human Rights Act](https://kings-printer.alberta.ca/1266.cfm?page=A25P5.cfm&leg_type=Acts&isbncln=9780779744060)

# [Canadian Human Rights Act](https://laws-lois.justice.gc.ca/eng/acts/H-6/)

# [Canadian Labour Code](https://laws-lois.justice.gc.ca/eng/acts/L-2/index.html)

# [Employment Equity Act](https://laws-lois.justice.gc.ca/eng/acts/e-5.401/)

# [Personal Information Protection Act (PIPA)](https://kings-printer.alberta.ca/1266.cfm?page=P06P5.cfm&leg_type=Acts&isbncln=9780779762507)

# [Personal Information Protection and Electronic Documents Act (PIPEDA)](https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/)