

2.0 Human Resources Policy

Community Futures of Central Interior First Nations



2.0 Human Resources Policies

2.1 Policy: Policy Framework

Effective Date:



CONTEXT

The HR Policy framework reflects the personnel policies of the Community Futures Development Corporation of Central Interior First Nations (CFDC of CIFN). The policies contained herein are intended to provide information and guidance for employees and management.

The general purpose of this policy and procedures manual is to provide a basis for fair and impartial relations between the Board of Directors, General Manager and Employees of CFDC of Central Interior First Nations. The Board of Directors and General Manager will maintain an environment that recognizes the dignity of each individual employee, ensures full utilization of employees' potential and adequately reward employee's efforts, achievements and co-operation.

All employees will have access to a current copy of this manual upon commencement of employment. Employees are expected to have a good understanding of, and adhere to, the policies outlined. The General Manager of CFDC of CIFN will ensure any questions or concerns about this manual or any of its contents are addressed.

CFDC of Central Interior First Nations' Board of Director's reserves the right to make additions to, make deletions from, or otherwise modify this manual at any time, with or without notice. However, reasonable effort will be made to provide timely notice of change to this manual. Employee's suggestions for modifications to this manual are welcome and where appropriate, the CFDC of Central Interior First Nations Board of Directors may approve new or revised policies as per the employee suggestion.

Efforts have been made to ensure that the HR policy manual does not violate any relevant employment legislation or regulatory body i.e.: WCB. Should this manual inadvertently outline any procedural contrary to the requirements of employment law or regulation, the requirements of the legislation or regulation shall override the policy or policies in question. Any policies found to be contrary to employment law shall be adjusted accordingly.

These policies are subject to an annual review and may be adjusted to conform to legislation or operating changes within CFDC of CIFN.

2.2 Policy: Hiring Policy

Effective Date:



HIRING POLICY

Posting:

Vacant positions must be publicly posted for a minimum of ten days. The job posting will contain the title for the position and a brief description of the duties, qualifications, skills, ability and experience required, as well as the salary/ rates of pay. The posting will also indicate whether the position is continuing, or term, the resume review date, the expected start date, and any other pertinent information.

All existing CFDC of Central Interior First Nations staff who are qualified for the vacant position are invited to apply. CFDC of CIFN will offer the position to the most suitable candidate so long as that person meets the qualifications required.

- When a current staff member is hired for another position, the employee may request a short-term leave of absence from their existing position to try the new position. Depending on operational requirements, the General Manager may choose to approve the leave request. The short-term leave will not be longer than three months. Where the leave is approved, and after three months, the employee wishes to return to their previous position, the General Manager may approve the return to the previous position, at the previous rate of pay, should that position still exist.

Hiring Committee

A hiring committee will be struck during the 10-day posting period. The hiring committee will meet to set the agenda, review applications and shortlist, determine questions to be asked during interviews, identify presentations to be made, and skills or features to be identified. Interviews will be conducted in a uniform manner and will be graded using the same evaluation method for each applicant for the same position.

All staff of CFDC of Central Interior First Nations must be bondable and may be required to complete a criminal records check as determined by legislation. Any applicant with a criminal record must be subject to the approval of the Board prior to an offer of employment. Failure to disclose by the employee shall be considered cause for immediate dismissal without notice for severance pay.

The selection process may, at the discretion of the hiring and selection committee, and in consultation with the General Manager, include notification to the second-choice applicant that, should the successful candidate vacate the position within six (6) months, they may be offered the position, and it will not be re-posted.

All members of the Hiring committee must adhere to the Conflict of Interest and Nepotism policies.

The Community Futures Development Corporation of Central Interior First Nations is a “First Nations helping First Nations” organization and as such preference should be given to qualified Indigenous applicants during the hiring process. This is permitted under Section 41 (Exemptions) of the BC Human Rights Code to favor persons of Indigenous ancestry in hiring and promotion.

Subject to this exemption and where applicable, all appointments to positions will be based on merit.

All relevant selection and hiring information including advertising, applications, and interview procedures shall be maintained by CFDC of Central Interior First Nations for a minimum of one full year.

General Manager:

The Board of Directors is responsible for the recruitment and selection of the General Manager. The Board may engage the CFDC of Central Interior First Nations office to assist in the recruitment process. The Board will determine the hiring process and will have final approval of employment of the General Manager.

2.3 Policy: Conflict of Interest/Nepotism

Effective Date:



CONFLICT OF INTEREST

CFDC of Central Interior First Nations affirms that all employees shall conduct themselves in such a manner that they will not enter into a conflict of interest with their employer.

GUIDELINES:

1. In this policy, "conflict of interest" means any situation where the personal interests of a CFDC of CINF employee may conflict with the interests of the Corporation. Conflict of interest situations may include, but are not limited to:

- a. An employee of CFDC of CINF has a direct or indirect financial interest in a proposed contract or transaction with the Corporation. This includes any employee who stands to personally gain through a CFDC of CINF loan to themselves or that of a business associate, immediate family member, or related or affiliated organization or group or company or entity will disclose the details of the conflict of interest, will not participate in any part of the approval, negotiations or processing of the loan, and will absent him/herself from any committee or Board meetings.

The fact that an employee is a member of a Band or a Native organization which has made an application for financial assistance shall not constitute a conflict of interest.

The beneficial interest accruing to an employee in respect to a Band Owned project or an Indian organization simply because they are a member of the band does not constitute a conflict of interest.

- B. An employee allows a relationship between an applicant or other employee (based on business, kinship, marriage or a close personal relationship) to influence the employee's work, work situation or status to the advantage or disadvantage of any of the persons involved in such a relationship.
- C. An employee initiates or permits the initiation of a sexual liaison with a client while they are in an employee/client relationship or where it is reasonable to assume they may, in the immediate future, be in such a relationship.
- D. An employee initiates or permits the initiation of a sexual liaison with a fellow employee whom they supervise.
- E. An employee uses confidential Corporation records in an unauthorized manner or for unauthorized purposes for personal or private gain, advantage or benefit.

- F. An employee uses his/her status for the employee's private advantage, whether personal or professional.
- G. An employee is directly involved in the hiring or supervising of a person with whom they are in a relationship (based on business, kinship, marriage or a close personal relationship).
- H. An employee uses his/her position at CFDC of CIFN in a way that provides a benefit or withholds a benefit to someone else who has a relationship with the employee (based on business, kinship, marriage or a close personal relationship).

2. If an employee becomes involved or will become involved in a situation that is, or may be perceived to be, a conflict of interest, the employee must immediately disclose the matter to the General Manager. The General Manager will determine if a conflict of interest exists, will exist, or may be perceived to exist, and initiate steps to remedy the situation. If the employee fails to disclose the conflict of interest immediately or fails to abide by the General Manager's decisions to address the conflict of interest, the employer maintains the right to take action including disciplinary action up to and including suspension and dismissal, as appropriate.

Employees who declare to the General Manager they are in, will be, or may be perceived to be in a conflict of interest situation will not be disciplined if such communication is provided in a timely manner as described above and the employee takes steps to abide by the General Manager's remedies. In the case of an unavoidable after the fact notification of conflict of interest, the employee may still avoid disciplinary action by having taken specific steps to avoid acting in conflict of interest.

3. CFDC of CIFN recognizes the right of employees to be involved in activities as citizens of the community but employees must keep their role as private citizens separate and distinct from their responsibilities as employees of CFDC of CIFN.

4. All employees of CFDC of CIFN will sign an oath of confidentiality agreement.

2.4 Policy: Terms of Employment

Effective Date:



TERMS OF EMPLOYMENT

Upon commencement of employment, The General Manager or supervisor will meet with the new employee to provide an orientation to the CFDC of CIFN. This orientation will include the role and responsibilities, the tasks, job duties, and expectations of the position, and a review of the policies and procedures manual. The new employee will be provided with a copy of the policy manual, the Oath of Confidentiality for review and signing, introduction to payroll procedures, health and safety policies, and confidentiality and conflict of interest policies. The employee will be provided with the relevant job description, as well as the CFDC of CIFN Strategic Plan including the mission, vision, values and strategic goals of the Corporation. This orientation must occur within the first five days of employment.

Each new employee shall be given a letter of offer outlining:

- a. the job title,
- b. department & direct supervisor
- c. start date,
- d. salary and benefits,
- e. duties/tasks

Employees may, at the discretion of the General Manager, be requested to fulfill additional job functions relevant to their duties and the best interests of CFDC of CIFN. This requirement shall be included in all job descriptions.

All offers of employment shall be subject to the applicant successfully clearing a criminal record check and/or credit check as required by legislation for certain positions.

Hours of Work

The normal weekly hours of work for a full-time employee, exclusive of meal periods, is thirty-seven and one-half (37.5) hours. The regular workday for all full-time employees shall be seven and one-half (7-1/2) hours per day, exclusive of the meal period. The regular workday shall be scheduled between the hours of 8:30 a.m. and 4:30 p.m. The General Manager may, at their discretion, adjust the start time and the quitting time for individual employees.

Absent from Work

An employee who is absent from work without explanation for an extended period (3 days) without contact will be considered absent without leave which constitutes just cause for dismissal.

Rest periods

All employees are granted two (2) fifteen (15) minutes rest periods away from their workstations. Rest periods shall not begin until one (1) hour after commencement of work or not later than

one (1) hour before a meal period or end of a shift. Rest periods shall be taken without the loss of pay.



2.5 Policy: Personnel Records

Effective Date:

PERSONNEL RECORDS

CFDC of CIFN shall maintain a personnel file for each employee that shall contain documents pertaining to the employee. An employee may review their personnel file upon written request to the General Manager with five (5) days' notice.

Personnel records are highly confidential and, as such, shall be kept in locked storage. Personnel records shall only be made available to the General Manager or Employee Supervisor.

The file for each employee shall be established at the commencement of employment and be retained by CFDC of CIFN for three (3) years after termination. Each employee's individual personnel file shall contain all pertinent documents relating to the employee's status and job performance.

Employees shall receive a copy of any document that is to be placed in the personnel file which may be the basis of disciplinary action, and may respond in writing to any document and such reply shall become part of the personnel file for the life of the documents. Upon written request, and with approval of the General Manager, an employee may request to have their personnel file purged of some information once every 3 years.

All employees are expected to promptly inform the General Manager of any changes to the following information on file in their personnel records:

- Address and telephone number.
- Who to notify in case of emergency and how to reach them.
- Number of dependents to be used for benefits and withholding tax.
- Social Insurance number.
- Designated beneficiary for survivor's benefits.
- Change of name.

Any breach of confidentiality of personnel files shall be considered an extremely serious offence and shall constitute just cause for immediate dismissal.

2.6 Policy: Code of Conduct

Effective Date:



CODE OF CONDUCT

CFDC of Central Interior First Nations is committed to providing an Indigenous working environment characterized by Indigenous culture and values.

The Corporation is committed to the highest standards of ethics and integrity. Employees are accountable to themselves, the Elders, the First Nations communities, and our clients. As an organization, CFDC of CIFN values collaboration and relationship building. Relationships cannot be successful without trust. Trust requires integrity at all levels, at all times.

This Code of Conduct (the “Code”) provides guidance to employees on standards of conduct. The Code is not intended to override or derogate from, but to complement Corporation policies, procedures, regulations, and our terms and conditions of employment. Employees must, at all times, uphold the aims and objectives of CFDC of Central Interior First Nations and work in CFDC of Central Interior First Nations’ best interests. Employees must be able to work effectively and efficiently both independently and as part of the dedicated CFDC of CIFN Team. It is each employee’s responsibility to assist in maintaining a safe, supportive, encouraging work environment. Failure to do so will result in implementation of disciplinary procedures.

Employees are expected to be familiar with all policies and procedures relevant to their responsibilities and to conduct themselves in a manner consistent with those policies and procedures. Upholding the Code is the responsibility of every employee and compliance is a condition of employment for all employees. Employees are required to acknowledge that they have read and understand the Code.

Employees are expected to be aware of and comply with provincial and federal legislation and regulations and other contractual or legal obligations that affect how they carry out their duties and how CFDC of CIFN conducts business.

All staff must uphold strict confidentiality and are not permitted to disclose information respecting the operations or activities of the organization unless authorized to do so by the CFDC of Central Interior First Nations General Manager or Board of directors.

All work carried out by employees, full-time, part-time or casual staff, contractors, consultants, volunteers or others, in the course of their duties with, or for CFDC of Central Interior First Nations, is considered to be the property of CFDC of Central Interior First Nations and may not be used for any other purpose unless otherwise authorized by the General Manager or Board of Directors.

Staff will conduct themselves in a professional, respectful and courteous manner at all times. Employees are expected to be positive Role Models to clients and community. Employees shall maintain a neat, professional appearance appropriate to the occasion.

Employees are encouraged to seek guidance where there is a question about compliance with this Code, Corporation policies, procedures and/or applicable laws.

2.7 Policy: Probation

Effective Date:



PROBATIONARY PERIOD

All employees appointed to a continuing position must satisfactorily complete a probationary period. The standard probationary period is three (3) months for non-management positions and six (6) months for management positions from the commencement of employment, based on full time work. Any leave from the position for a period greater than twenty (20) days may, at the General Manager's discretion, extend the probationary period by the equivalent length of that leave.

Employee performance shall be monitored during the course of the probationary period. Employees may be terminated for unsuitability where the employee's performance has been measured against reasonable standards and the employee has been advised of these standards and the performance expectations. No severance or notice period will be provided for employees terminated during their probationary period.

At the discretion of the General Manager, an interim performance review may be conducted to assist the employee in the effective performance of their duties.

Upon completion of the probationary period a full performance review evaluation shall be completed. This evaluation may result in permanent employee status or may result in an additional three (3) month probation or termination.

Term employees may be subject to assessment during the course of their term and may be terminated if their performance is deemed unsuitable. Term employees' performance will be measured against the same standards of performance as continuing employees.

2.8 Policy: Trial Period

Effective Date:



TRIAL PERIOD

At any time during a continuing appointment, if there is cause for concern about an employee's performance as a result of unfavourable evaluation reports or other just cause, the employee may be placed on a trial period not exceeding six months.

At the time of notification of placement on a trial period, the Employer shall provide written notice to the employee of the performance issues, the length of the trial period, the trial period interim evaluation date and identify the performance expectations.

The employee and General Manager or supervisor shall develop a written plan of action outlining the steps needed to address the area(s) of concern and/or actions needed to remedy the situation. Such a plan must be in writing, signed by both the employee and CFDC of CIFN.

Halfway through the trial period, the General Manager or supervisor shall conduct an evaluation with the employee to provide feedback on progress and an interim assessment.

Upon successful completion of the trial period, the employee shall return to a continuing appointment without term.

If the trial period is not completed successfully termination will occur as per the discipline policy.

By agreement between the employee and CFDC of CIFN, a second trial period (not exceeding the time allowed in the first trial period) is considered an appropriate alternative to termination.

There shall be no more than two (2) trial periods within any two (2) year period.

2.9 Policy: Salary & Wages

Effective Date:



WAGE AND SALARY

All job postings will provide the salary and wage rates for the position. Minimum qualifications are defined for each position as per the job posting. The General Manager will approve the salary placement and wage rates for all employees.

The General Manager will maintain a Board-approved wage/salary classification grid, which will be revealed to the corresponding employee.

Wage and salary increases are subject to;

- Performance review and evaluation.
- Availability of financial resources for the position.
- Significant increase in job function responsibilities as a result of change in position.

All salary payments to employees shall be paid by direct bank deposit. An itemized statement of all deductions made from the employee's wages shall accompany the cheque. Payments will be made bi-weekly.

2.10 Policy: Overtime

Effective Date:



OVERTIME

Authorization and Application of Overtime (time off in lieu)

Management Staff are expected to complete their tasks and manage their time; therefore, overtime is not normally applicable to the General Manager or management staff. In the event that these staff cannot complete their job functions in reasonable time frames a performance review of job description, job function and employee performance will be conducted by the General Manager.

In exceptional circumstances, overtime may be granted to Management staff. This overtime must be approved in advance by the General Manager. In the case of the General Manager, this will be approved by the Chair of the Board. Overtime will not be granted to management staff in the normal performance of their duties. The exceptional circumstances must be rare, a one-time occurrence, with a defined end date.

Overtime for non-management staff must be approved in advance by the General Manager or supervisor. Normally where an employee is required to work outside of the regular work hours, they will adjust their schedule accordingly to avoid the accumulation of overtime. An employee who is required to work overtime shall be entitled to compensatory time off. An employee is entitled to one and one-half (1-1/2) hours compensatory time off for each authorized hour of overtime.

CFDC of CIFN recognizes that the nature of the work carried out by persons in some classifications is such that it may not be possible for the employee to obtain prior authorization for the necessary overtime work. In such cases the employee shall use his/her discretion in working the overtime and the employer shall be considered to have authorized the overtime in advance, however, the employer, or appointed delegate, reserve the right to determine the legitimacy of the overtime period.

The employee has to have written consent from his/her manager if the time goes for more than three (3) days. No overtime shall accumulate or be recognized by the employer in excess of 10 hours without written authorization of the General Manager.

Use of Compensatory Time

Compensatory time shall be used up before December 31st of the same year that the overtime was worked and cannot be accumulated in excess of 5 days for the following year. Time off will be taken at the discretion of the employer's Manager to ensure that there is a minimum of interference with office routine.

Any overtime that is worked and not approved through this policy will not be honoured.

2.11 Policy: Benefits

Effective Date:



BENEFITS

Benefits are provided as per the agreement with the benefits provided. The information below should be considered as a guideline. The benefits contract will act as the policy for benefits for CFDC of CIFN employees.

Eligibility

Employees, regardless of classification, are not eligible for Staff Benefits until they have completed three (3) months of continuous employment. It is a requirement of employment that employees eligible for benefits are enrolled and the employee portion of benefits will be automatically deducted from their pay cheques.

This will be effective on the first day of the first month following the first three (3) months of employment.

Classifications

Permanent and Term fulltime. Represents staff working a minimum of 37.5 hours per week year-round. These staff members are required to have the full benefit package following their probationary period. Unless otherwise stipulated at the time of hire, these positions are paid a pre-determined weekly salary.

Permanent part-time. Staff members who work on a regular year-round basis for more than 25 hours per week, but less than the full time 37.5 hours per week. These staff members qualify for the benefit package in accordance with the agreement of the benefits criteria and carrier.

Temporary full-time. Project staff that work a minimum of 37.5 hours weekly until the conclusion of a project, which generally lasts less than one (1) year. These staff members are eligible for benefits upon completion of three (3) months continuous employment. They can be remunerated on an hourly basis or on a salary basis for the duration of a project.

Temporary part-time. Staff assisting with project work for less than 37.5 hours per week are not eligible for benefits.

Casual full/part time. Students hired through various private/public sector programs or Staff employed for specific short-term projects not extending beyond three (3) months continuous employment. Benefits do not apply. These staff members are normally remunerated on an hourly basis.

Contractors. Individuals retained for specific purposes under a formal contract/retainer. These individuals are not employees, they are responsible for their own source deductions and taxes. Benefits do not apply.

2.12 Policy: Travel Approval & Reimbursement

Effective Date:



TRAVEL APPROVAL AND REIMBURSEMENT

In support of CFDC of CIFN's mission, employees are, at times, required to travel. This policy outlines the requirements for reimbursement of travel expenses, including the approval process, types of expenses reimbursable, requirement for documentation, and expectation that all travel will be conducted in a cost-effective manner.

The values and expectations outlined in the Employee Code of Conduct are foundational to the travel policy. In addition to efficient travel, employees should consider alternatives to travel wherever practical.

PROCEDURE

1. *Confirm Approval:*

- All travel must be pre-approved by the Supervisor or General Manager.
- All travel outside of BC must be pre-approved by the General Manager.
- In some circumstances, advances may be requested by the employee and approved by the supervisor/General Manager (refer to Advance Request form). Travel advances will generally not be made more than ten (10) business days prior to travel. A subsequent travel advance will not normally be made if an advance remains outstanding.
- If employment travel is altered to accommodate personal travel, pre-approval and agreement on appropriate cost allocation is required. The supervisor/General Manager and the traveler will agree on a fair allocation of expenses for the travel, accommodation, food and other expenses in line with the amount which would have been charged had the interruption not occurred.

2. *Retain receipts.*

Original receipts (e.g. hotel bills, parking, airport improvement fees, etc.) are required to support a claim. Credit card vouchers for gasoline and meals must be accompanied by an itemized receipt. Travel agency invoices, cancelled cheques, credit card statements, "paid" notices, photocopies and carbon copies are not reimbursable. If a receipt is lost and a duplicate cannot be obtained, the traveler should submit a signed memorandum to the General Manager for approval.

3. *Complete the Travel Claim Form or Cheque Requisition within 30 days of travel completion, itemizing expenses and attaching original receipts.*

The traveler is to complete the Travel Claim Form by providing a clear statement of the purpose of the travel, and an itemized list of all expenses relating to the trip in the appropriate areas of the form. Each expense is to be supported by an original, dated expense voucher or receipt. By signing the expense claim form, the traveler is certifying that the information contained on the form is accurate to the best of his/her knowledge. The original signature of the claimant is required.

4. Submit with supervisor's signature to Finance.

The traveler and the individual who approves payment are responsible for ensuring that claims for expenses are in accordance with these procedures and are for CFDC of CIFN purposes only.

Expenses will be reimbursed in Canadian funds. Reimbursement for expenses incurred in US funds will be converted to Canadian funds at the applicable rate for the period the expenses were incurred.

TRAVEL GUIDELINES

General

Booking of travel should be completed sufficiently in advance to minimize cost of travel. Individuals may be held responsible for travel expense incurred, but not utilized, due to decision of the traveler (i.e. cancelled booking).

Accommodation

When booking accommodations, the most reasonable rate for suitable accommodations should be booked. Reimbursement will be limited to reasonable amounts to the circumstance and normally will not exceed the standard single occupancy rate.

Employees may claim private accommodation without receipts (refer to Travel Claim form).

Air

Air travel will normally be at the standard economy passenger rate.

Meals

Meals will be reimbursed at the standard per diem rates (refer to the Travel Claim form). Meals included in a convention or seminar fee, or otherwise provided, are not to be claimed. Alcoholic beverages are not to be claimed. Where travel is for a partial day, only meals that are applicable to the portion of the day spent on travel status are claimed.

Land

Where multiple parties are travelling to a common event, ridesharing should be utilized to minimize cost and greenhouse gas emissions.

Personal Vehicle

Employees using personal vehicles for travel will be reimbursed at the standard per kilometer rate (refer to the Travel Claim form). Maximum reimbursement may not exceed the cost of a standard economy air flight.

When a private automobile is used on approved CFDC of CIFN business, the owner is responsible to ensure adequate insurance coverage. I.C.B.C. regulations require that any vehicle driven in excess of 6 days per calendar month (a partial day is considered a day) for business purposes must have business coverage (Rate Class 007). Failure to have appropriate business insurance could invalidate the employee's coverage for certain claims.

Rental Vehicle

Rental will be approved when it is the most effective means of transportation. Reimbursement will be limited to amounts reasonable to the circumstance and normally will not exceed the rate for a standard compact vehicle. Insurance must be purchased at the time of rental and is reimbursable.

Other

Reasonable expenditures for taxis and public transportation to and from airports, railway stations, appointments, hotel locations and meeting places, including reasonable gratuities, will be reimbursed with receipts.

2.13 Policy: Holidays & Vacation

Effective Date:



VACATION/ANNUAL LEAVE

Definitions:

“Vacation Year” – For the purposes of this article a vacation year is the period beginning on the date an employee is hired, or on any anniversary of that date, and ending 12 consecutive months later.

“First Vacation Year” – The first vacation year is the calendar year in which the employee’s first anniversary falls.

A regular full-time employee will have an annual vacation entitlement as follows:

<u>Vacation Year</u>	<u>Workdays</u>	<u>Percent of Earnings</u>
Years 1 to 3	10	4%
Years 4 to 8	15	6%
Years 9 to 12	20	8%
Years 13+	25	10%

Employees who do not work full time shall have their vacation leave pro-rated according to hours worked.

Vacation Earnings for Partial Years

During the first partial year of service a new employee will earn vacation at the rate of one and one quarter (1-1/4) days for each month. Employees are encouraged to take their full allocation of vacation. Any unused vacation earned during the first partial year will be paid to the employee prior to the end of the fiscal year.

During the first and subsequent vacation years an employee will earn one-twelfth (1/12) of the annual entitlement for each month worked. Where an employee has requested and been approved to take more vacation than earned, the unearned portion taken shall be charged against future earned credits or recovered upon termination whichever occurs first.

Vacation Carry Over

An employee may, with the consent of the General Manager, carry over up to five (5) days’ vacation leave per vacation year for two (2) consecutive vacation years, to a maximum of ten (10) days which must be taken not later than the third consecutive vacation year.

Employees in their first partial year of service, who commenced prior to July 1st of that year, may carry over up to five (5) days vacation leave into their first vacation year. Unless otherwise specifically approved by the General Manager, an employee shall not receive cash in lieu of vacation time except upon termination, resignation or retirement.

Vacation Approval and Scheduling

All vacation requests must be approved by the supervisor/General Manager. The scheduling and completion of vacations shall be on a calendar year basis. The calendar year in which an employee's first anniversary falls shall be the first vacation year. For the purpose of additional leave entitlement, vacation shall be calculated at the start of the employee's anniversary in the year of employment.

An employee earns but is not entitled to receive vacation leave during the first three (3) months of continuous employment except as authorized by the General Manager.

Vacation schedules once approved shall not be changed, other than in cases of emergency. Preference in the selection and allocation of vacation time shall be determined on the basis of service seniority within each work unit. Where an employee chooses to split his/her vacation, his/her second choice of vacation time shall be made only after all other employees concerned have made their initial selection.

Vacation schedules will be circulated and posted by May 1st of each year and arranged by mutual decision of staff and subject to the approval of the General Manager. Office workload will be considered before giving approval.

Approved Leave of Absence with Pay During Vacation

When an employee qualifies for sick leave, bereavement, or any other approved leave with pay during his/her vacation period, there shall be no deduction from the vacation credits for such leave. The period of vacation so displaced shall be taken at a mutually agreed time.

Call back on Vacation

Employees who have commenced their annual vacation shall not be called back to work except in cases of extreme emergency and at the expense of the employer.

Term Employees

Term and casual employees shall receive vacation pay of 4% calculated on each paycheque.

Statutory Holidays

CFDC of CIFN recognizes these days as Statutory Holidays:

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Indigenous Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

2.14 Policy: Leaves of Absence

Effective Date:



LEAVES OF ABSENCE

General Leave - Unpaid

A full-time on-going employee may apply for and be granted general leave for good and sufficient reasons acceptable to CFDC of CIFN. Employees requesting such leave will file written application to the General Manager who will determine, on the basis of the merits of the application and the Corporation's operating situation, whether such leave will be granted.

An employee applying for such leave shall apply in writing to the General Manager at least one (1) month prior to the date the leave is desired to commence.

An employee who is granted a leave may not return to work prior to her/his scheduled return date, unless it agreed upon with CFDC of CIFN.

Sick Leave

All employees are entitled to a one and one-half (1-1/2) days per month paid sick leave. Sick leave may be accrued to a maximum of 36 days. Sick leave is for the sole purpose and benefit for an employee who is unable to perform his/her duties due to illness or injury of him/herself.

The General Manager may approve the use of employee sick leave in the case of sickness or injury to a member of his/her family. The General Manager, or designate, must certify that sick leave is justified, and that the employee has the necessary sick leave credits. Staff members will provide a doctor's note/medical certificate when they have been absent for three days or more.

Sick leave days taken in excess of sick leave credits accumulated will be considered days without pay. Accrued sick leave will not be paid out upon termination of employment.

Staff who are sick must ensure that the employer is notified as soon as possible. Failure to provide proper notice may result in disciplinary procedures being enacted. If, in the opinion of the General Manager, sick day entitlement is being abused, an employee performance evaluation may be conducted.

Maternity/Parental/Adoption Leave

Maternity and parental leave will be granted to employees in accordance with BC Labour Standards. Expectant employees must inform their supervisor at least 5 months prior to the due date accompanied by a medical certificate verifying pregnancy and due date.

Spouses or partners of pregnant employees will be entitled to leave in accordance with BC Labour Standards. In the case of adoption, employees are entitled to leave in accordance with Labour Standards upon verification that the adoption has been granted.

Bereavement Leave

For the purposes of this clause, immediate family is defined as father, mother (or alternatively, stepfather, stepmother, or foster parent), brother, sister, spouse, common law spouse, child of the employee, father-in-law, mother-in-law, and stepchild or ward permanently residing in the employee's household or with whom the employee permanently resides.

Bereavement leave with pay will be five (5) days for immediate family. Other leave will be at the discretion of the General Manager. The acceptable maximum bereavement leave per annum for any employee is 7 days.

Education/Training Leave

The General Manager is responsible for authorizing requests for education or training leave for employees. In making the determination to authorize leave, the needs of CFDC or CIFN take precedence. In making the determination to authorize leave, all employees must receive equitable consideration. Only employees who are considered to be permanent full or permanent part time are eligible for education or training leave. All resources and training materials accessed by the employee while taking paid education or training will become the property of CFDC or CIFN.

Upon the agreement between CFDC of CIFN and the employee, an educational leave without pay may be granted for up to a maximum of 24 months. Any employee granted such leave shall arrange to maintain benefit coverage pursuant to the benefits agreement. Unpaid education leave may be taken as full time or part time.

Leave for Court or Jury Duty

The General Manager must be notified of any required court leave to:

- Serve on a jury, or report for jury selection
- Serve as a witness
- Appear before a Judge or Umpire
- Appear before a Legislative Assembly

Any leave for court or jury duty shall be without pay.

Cultural Leave

In special circumstances the General Manager may authorize leave for cultural purposes. This leave is at the sole discretion of the General Manager.

2.15 Policy: Supplementary Activities

Effective Date:



SUPPLEMENTARY ACTIVITIES

CFDC of CIFN is an apolitical organization. It is recognized that CFDC of CIFN has a significant role in furthering Indigenous Development and therefore it is beneficial for CFDC of CIFN, Board, General Manager, and/or Staff to participate in activities, committee, agencies and organizations that will assist CFDC of CIFN to achieve our mission and impact positive change.

Participation in activities that may be directly related to achieving the goals and objectives of CFDC of CIFN or in the annual work plan approved by the Board, shall be at the discretion of the General Manager. Any remuneration, including travel reimbursement, honoraria, per diem or other, must be disclosed to the General Manager and, at their sole discretion, disbursement of such will be determined.

No employee shall engage in outside employment or activities which will interfere with the efficient performance of the employee's duties or responsibilities as an employee of CFDC of CIFN. No employee shall engage in outside employment or activities which will:

- Occupy time during his/her working hours, or
- Involve duties that should be performed as part of his/her employment.

Any such outside employment or activities shall not involve a conflict of interest, real or perceived, or conflict with the employee's duties. Exceptions may be made with the consent of the General Manager upon full disclosure of circumstances.

Supplementary Activities may be, but are not limited to:

- Volunteer or paid, inclusive of honoraria or per diem, service for a non-profit or for-profit Society, Association, Corporation, Commission, Committee, Agency or Organization thereby placing undue additional demands on his/her time and/or energy.
- Holding or seeking to hold office in any capacity for any of the three constitutionally recognized Indigenous groups – Registered Indians, Metis or Inuit.
- Holding or seeking to hold office in any capacity for organizations representing any affiliation of Indigenous groups such as off-reserve Indians, Indigenous women's organizations or any other such group.
- Holding or seeking to hold any other political office – municipal, provincial or federal – including any political party or constituency office.

Should an Employee, including the General Manager, of CFDC of CIFN wish to seek office for any of the above, he/she may do so with the explicit written consent of the CFDC of CIFN Board and may seek a leave of absence without pay for any type of nomination or campaign. If successful, the Employee, including the General Manager will immediately submit his/her letter of resignation.

2.16 Policy: Workplace Impairment

Effective Date:



WORKPLACE IMPAIRMENT POLICY

CFDC of CIFN is accountable to create a safe environment for employees, clients, volunteers and members of the public. As per Sections 4.19 and 4.20 of the WorkSafe BC Occupational Health and Safety Regulations this duty includes addressing any issues, whether physical or mental, that may impair an employee's ability to perform their work functions responsibly.

In the application of sections 4.19 and 4.20, workers and employers need to consider the effects of prescription and non-prescription drugs, and fatigue, as potential sources of impairment. There is a need for disclosure of potential impairment from any source and for adequate supervision of work to ensure reported or observed impairment is effectively managed.

Overview

Impairment that may create an undue risk to the worker or anyone else is not acceptable or tolerated in the workplace.

The employer and employees must abide by the WorkSafe BC Occupational Health and Safety Regulations:

4.19 Physical or mental impairment

(1) A worker with a physical or mental impairment which may affect the worker's ability to safely perform assigned work must inform his or her supervisor or employer of the impairment and must not knowingly do work where the impairment may create an undue risk to the worker or anyone else.

(2) A worker must not be assigned to activities where a reported or observed impairment may create an undue risk to the worker or anyone else.

4.20 Impairment by alcohol, drug or other substance

(1) A person must not enter or remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.

(2) The employer must not knowingly permit a person to remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.

(3) A person must not remain at a workplace if the person's behaviour is affected by alcohol, a drug or other substance so as to create an undue risk to workers, except where such a workplace has as one of its purposes the treatment or confinement of such persons.

Application

Fitness for Duty

All individuals working for CFDC of CIFN are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to fatigue, use or aftereffects of alcohol, illicit drugs, non-prescription drugs, prescribed medications, or any other substance that may impair judgment or performance.

CFDC of CIFN has taken the position that the presence of illicit drugs, recreational drugs, and alcohol in the workplace is not permitted.

Impairing Substances

Impairment is commonly thought to refer to only illegal or recreational drugs and alcohol. However, impairment can also result from prescription or non-prescription drugs, health issues (example, diabetic suffering from insulin instability), and mental or physical fatigue. Impairment resulting from any of the above may affect a worker's ability to work safely.

If Impairment is Suspected

If a supervisor or co-worker becomes aware of an employee who is showing signs of impairment (regardless of cause), it is very important that action is taken. Examples of corrective actions include but are not limited to:

- Call for first aid or emergency medical assistance, if necessary.
- Have the employee's supervisor talk to the employee in a private area to discuss their behavior.
- Ask another supervisor or designated person to be present as a witness.
- The supervisor should state the concerns about safety for others and themselves to the employee and request an explanation. Do not assume substances are the cause.
- Based on the employee response, discuss options, where applicable and available.
- Help employees seek treatment as necessary. Encourage access and use of support programs and reassure the employee that the services are voluntary and confidential.
- If necessary, call a taxi or have an employee escorted home; do not allow them to drive if you suspect impairment.
- Every discussion should be accompanied by an incident report. The report should include the events preceding the incident, identification of the employee's unsafe work practices, the matters discussed with the employee, a list of all actions taken, and any recommendations made to the employee.

It is not the employer or supervisor's duty to diagnose an employee, or to know if they have a disability. Employers can observe changes in an employee's attendance, performance, or behaviour. They can initiate a discussion about the issue(s) as related to work and discuss

possible solutions. Document all discussions. Provide support and practice empathy, not sympathy. Focus on solutions, but if disciplinary action is necessary, it is important to follow through.

Consequences of Breach

Should there be reason to believe that an employee's job performance is being negatively affected by alcohol, legal, illegal or prescription drugs, or that this policy is being violated in anyway, CFDC of CIFN is entitled to inquire as to the nature of the problem and to take appropriate action, which may include disciplinary action.

CFDC of CIFN will differentiate between behaviour that is properly characterized as an illness or disability, and behavior that is not. Should an illness or disability be present, CFDC of CIFN will work with the employee towards a goal of rehabilitation and the duty to accommodate under the Human Rights Code.

2.17 Policy: Performance Reviews

Effective Date:



PERFORMANCE REVIEWS AND EVALUATIONS

Upon successful completion of the probationary period a comprehensive evaluation of ongoing CFDC of Central Interior First Nations Employees shall be conducted annually.

The General Manager or designate is required to conduct a comprehensive evaluation of all employees. Evaluations will be based on performance, conduct and objectives achieved, including budget management and supervision as appropriate.

Evaluation objectives are:

- To provide a structured opportunity for the Supervisor/General Manager to provide constructive feedback to the employee on how the employee is performing his/her job function.
- To review, and, as necessary, update the employee's job description.
- To provide a structured opportunity for the employee to provide feedback to the General Manager on recommendations that may improve CFDC of Central Interior First Nations functions and/or performance.
- To identify training needs.
- To agree on methods which will enable the General Manager or delegate and the Employee to improve the employee's job functions and performance.
- To assist the General Manager to determine the rate of pay, staff incentives, disciplinary action or termination.

In the event the performance evaluation indicates disciplinary action or termination is warranted, the process shall be as per the disciplinary policy.

At the discretion of the General Manager, employees may be placed on a trial period as per the trial period policy.

2.18 Policy: Harassment Policy

Effective Date:



HARASSMENT/ HUMAN RIGHTS POLICY

CFDC of Central Interior First Nations is committed to providing a working environment that is free from harassment and discrimination. The Corporation considers harassment of an individual to be an infringement of that individual's fundamental rights.

Harassment is a serious offence that may be subject to a range of disciplinary measures up to and including dismissal. Harassment may consist of a single incident, a continuous incident, or repeated incidents.

All employees, Board and clients of CFDC of CIFN have the responsibility to treat each other with dignity and to respect the rights of others. CFDC of CIFN will promote a climate of understanding and mutual respect for the dignity and worth of each employee person within our community.

Discrimination

For a practice to be considered discriminatory within the prohibitive grounds of discrimination, it must:

- Be reasonably perceived as a condition of employment (including availability or continuation of work, promotional or training opportunities) or of the provision of goods, services, facilities, or accommodation customarily available to the general public, or
- Influence decisions on such matters, or
- Interfere with job performance or access to or enjoyment of goods, services, facilities, or accommodations, or
- Humiliate, insult, intimidate, or otherwise poison the work environment of any individual.

The Canadian Human Rights Commission prohibits harassment in the workplace on the following prohibitive grounds of discrimination:

- Sex
- Sexual orientation
- Religion
- Race
- Disability
- Ethnic Origin
- Color
- Marital Status
- Ancestry
- Age
- Family Status
- Pardoned Criminal Offence

Sexual Harassment

One of the most serious forms of harassment is sexual harassment. This form of harassment is deliberate and unsolicited, and is generally comprised of sexual comments, gestures, or physical contact(s) that are objectionable or offensive on either a first-time basis or as a continuous series of incidents. It may also involve favors or promises of favors, or advantages in return for submission to sexual advances, or alternatively, the threat or reprisal for refusing them.

PROCEDURES

Any employee who believes that (s)he has a complaint of discrimination or harassment is encouraged to discuss the complaint with the respondent and to ask the respondent to stop the offensive behavior or to correct the action which resulted in discrimination or harassment.

If a complainant chooses not to make a direct request of the respondent, or if that request does not achieve a satisfactory result, a complaint may be lodged in accordance with the procedures set out below.

TIMELINES

It is recognized that time is of the essence in addressing complaints of harassment or discrimination. Every effort will be made to deal with the complaint in a timely manner. Each step of the applicable procedure should be responded to within 10 working days. Time limits are not binding upon CFDC of CIFN and may be modified as is reasonably necessary to accomplish the purpose of this policy and these procedures.

PROCEDURES

1. Inquiries or complaints will be presented to the General Manager.
2. All complaints must be in writing, and must contain details of the alleged discrimination, including the name of the respondent, particulars of the incident(s), date, time and place of the incident(s) and, where possible, the names of any witnesses.
3. The General Manager will advise the person(s) who submits an inquiry or complaint of this policy and its procedures.
4. The General Manager, in consultation with the Board Executive Committee, will determine whether an inquiry or complaint is within the scope of the policy, and will advise the person who submits the inquiry or complaint of this determination. If it is determined that the complaint is not within the scope of the policy, the complaint, and any other documentation in relation to it will not be kept.
5. If it is determined that the complaint is within the scope of this policy, the General Manager will:
 - (a) immediately inform the respondent in writing of the allegation(s);
 - (b) provide the respondent with written particulars of the complaint (if applicable);

(c) in confidence, and on a need-to-know basis, advise the Board that a complaint has been made.

Except in exceptional circumstances, complaints alleging harassment or discrimination which occurred more than six (6) months from the date of the most recent alleged incident(s) will not be processed.

6. CFDC of CIFN's legal responsibility to provide an environment free from discrimination, including sexual harassment, may obligate CFDC of CIFN to proceed in the absence of a complaint from the persons directly affected. In such cases, the General Manager will decide whether to proceed, and whether or not to proceed under this policy or pursuant to other CFDC of CIFN policies and procedures.

Informal Resolution

1. The General Manager may, where appropriate, endeavor to seek an informal resolution of the complaint. Informal resolution may include mediation, education or similar activities involving one or several of the parties concerned.
2. If an informal resolution is acceptable to both the complainant and the respondent, and a resolution is reached, the General Manager shall:
 - (a) prepare a Record of Resolution or conclusion or settlement to be signed by both parties;
 - (b) assist in bringing about whatever administrative or other action is needed to implement the resolution.

Investigation

1. In the event that the General Manager determines that an informal process is not appropriate, or in the event that an informal resolution is not reached, the General Manager may, in his/her discretion, arrange for a formal investigation to commence. If a formal investigation is warranted, the General Manager will determine whether the investigation will be carried out by internal personnel or by external resources based on the circumstances.
2. After completion of the investigation, the investigator will prepare a report setting out the nature of the complaint and findings of fact at the conclusion of the investigation.
3. The final investigation report will immediately be forwarded to the General Manager.

Findings

1. After reviewing the investigation report, the General Manager will consider the report, decide upon a course of action (if any) and provide a written decision to the complainant(s) and respondent(s). The report may be forwarded to the appropriate parties.
2. If the General Manager determines that the respondent has not discriminated against the complainant, (s)he will:
 - (a) dismiss the complaint;
 - (b) prepare a Record of Resolution which will be provided to the complainant and the respondent.

3. If the General Manager determines that the respondent has discriminated against the complainant, (s)he may:
 - (a) determine whether there has been any previous record of discrimination involving the respondent, in order to determine whether discipline is appropriate;
 - (b) if the respondent is an employee, review the employment records of the respondent in order to determine whether discipline is appropriate;
 - (c) impose appropriate discipline on the respondent;
 - (d) if the respondent is an employee, place the Record of Resolution in the respondent's personnel file;
 - (e) take any other steps that he/she deems necessary in the circumstances.
4. If the General Manager determines that the complaint is of a frivolous, vindictive, or vexatious nature, (s)he may take appropriate action (which may include discipline) against the complainant.
5. Any discipline imposed may be appealed as follows:
 - (a) in the case of an employee where discipline is imposed including but not limited to suspension or dismissal, the matter may be appealed to the Board

Temporary Removal

Where the complainant is, at the time of making the complaint, under the supervision of the respondent, then, at the request of the complainant, arrangements may be made for the work of the complainant to be evaluated by a disinterested party and, if necessary, for the complainant or respondent to be removed from the environment of the alleged discrimination pending the result of the investigation.

Records

1. All records will be kept confidential except as otherwise provided by the policy or as required by law.
2. CFDC of CIFN will keep a statistical record of complaints which will include:
 - (a) the nature of the complaint;
 - (b) the date of the complaint;
 - (c) the status of the complainant and the respondent (i.e. male, female, student, staff, etc.);
 - (d) if resolved informally, the nature of the resolution;
 - (e) the finding of the General Manager; and
 - (f) where applicable, the nature of the discipline imposed.
3. The statistical records will be summarized but will not be reported so as to identify the parties involved.

Complaints Involving the General Manager

1. In the event the General Manager is involved in the complaint as either the respondent, complainant, or witness, or finds him/herself in a conflict of interest, the Board Chair will assume the role of the General Manager in the above procedures.

2.19 Policy: Disciplinary Policy

Effective Date:



DISCIPLINE SUSPENSION AND DISMISSAL

Prior to taking disciplinary measures as per this policy, all reasonable steps shall be taken in an attempt to resolve the issue on an informal basis. On occasion, an employee's performance may require a formal method of disciplinary procedures.

No employee shall be disciplined, suspended, or discharged except for just cause and only on the written authority of the General Manager.

Progressive discipline steps shall be initiated for inappropriate conduct as warranted. The means of discipline, in order of increasing severity, include, but are not limited to:

- verbal warning – A record of the verbal warning will be placed in the employee personnel file;
- written warning;
- written censure or letter of reprimand;
- trial periods;
- suspension;
- dismissal.

One or more of the disciplinary steps may be applied in any given disciplinary case.

An employee shall be notified verbally of the reasons for any disciplinary action at the time the discipline is imposed. The disciplinary action shall be confirmed in writing within five (5) working days and shall include the reasons and the substance of every allegation against an employee.

If the employee chooses, he/she may bring a fellow employee with him/her as a witness.

Suspension/Dismissal

If, as a result of the meeting, the employee shall be suspended or dismissed, a full explanation of the reasons will be given to him/her by the General Manager. If the employee believes he/she has been discharged unfairly, he/she may appeal the decision as outlined below in the appeals policy. The General Manager will notify the Board in any instances of suspension or dismissal.

2.20 Policy: Appeals Policy

Effective Date:



APPEALS

An employee is entitled to appeal any decisions made as a result of any of the steps in the Discipline/Suspension/Dismissal policy. The General Manager shall provide the necessary information to the employee for the steps to be taken in the event of an appeal.

An appeal must be submitted in writing to the Board Chair within five (5) working days of the disciplinary procedure.

The Board of Directors, or subcommittee of the Board will consider the appeal and render a decision within 10 days. Decisions of the Board shall be final.

2.21 Policy: Dispute Resolution Policy

Effective Date:



DISPUTE RESOLUTION POLICY

CFDC of CIFN supports a process whereby all employees receive fair and equitable treatment at all times, and any differences and disputes will be resolved in an amicable manner.

Informal Dispute Resolution Procedure

Every effort shall be made to resolve problems through informal channels before using the formal process. The affected employee must request a meeting with the individual causing the dispute in an attempt to resolve the issue. Where a resolution is not reached, the affected employee may request a supervisor to try to facilitate a resolution. Both employees are entitled to be present at any meetings where the dispute is being discussed. If a resolution is not reached, the employee may initiate the formal dispute resolution procedure.

At any step within this process, the dispute may be resolved, withdrawn, or otherwise disposed of.

Formal Dispute Resolution Procedure

Where an employee has a dispute with another employee and has tried to resolve it through the informal dispute resolution procedure to no avail, the formal dispute resolution procedure may be used:

1. Advise the supervisor of the dispute in writing at the earliest opportunity.
2. The supervisor will investigate the dispute, speak with all parties and any witnesses, and provides a written decision. The supervisor will discuss the employee's concern and attempt to resolve the issue within five (5) working days.
3. If an agreement is reached at any stage of the formal procedure, the dispute shall be considered resolved.
4. If the employee is not satisfied with the written decision of the supervisor, he/she may appeal to the General Manager.
5. If the employee is not satisfied with the decision of the General Manager, the employee has the option of referring the matter to the Board or Board sub committee.
6. If a complaint is found to be without merit, and determined to be frivolous or vexatious, disciplinary action may be taken.
7. If the complaint is found to have merit, a record of the written decision, and disciplinary action, and all associated documentation will be placed in the guilty employee's personnel file.

Where the General Manager is involved, the Board Chair will assume the role of the General Manager in the above procedures.

2.22 Policy: Termination of Employment

Effective Date:



TERMINATION OF EMPLOYMENT

CFDC of Central Interior First Nations is 'contract dependent' for operations and staffing. Employees may be terminated on the termination of availability of funding for the position they hold. A temporary employee is to be advised in not less than five (5) days of the employee commencing work of the final date of any such employment. This notice of termination will be given by the General Manager.

Termination Due to Layoff

The General Manager may, if warranted, provide notice of termination at any time, even prior to a formal evaluation. Employees may be terminated due to lack of work, lack of funding, or elimination of positions or projects. Should this occur, adequate notice (or pay in lieu of notice) shall be given to the employee according to these policies.

Termination for Just Cause

An employee may be dismissed for specific reasons which are deemed to be just cause by the General Manager. Examples of just cause for immediate termination of employment include, but are not restricted to:

- Breach of Confidentiality – An employee breaches the “Oath of Confidentiality” which he/she has signed.

- Dishonesty – An employee mishandles funds or falsifies records or documents.

- Incompetence – Violation of rules and regulations, habitual carelessness in his/her work or department, drinking of alcoholic beverages on the job, or insubordination.

- Irregular Attendance – Frequent inexcusable absences; lateness for work appointments and meetings; misuse of sick leave; privileges and leaving the work site before the scheduled work hours are completed without permission from the General Manager or designated Supervisor.

Dismissal related to illness or injury is subject to the protection provided by Labour Standards. No dismissal solely based on medical reasons if the employee has 3 consecutive months of permanent employment with CFDC of Central Interior First Nations.

Should an employee no longer be able to meet the required conditions of employment termination may occur.

A probationary employee may, at any time during or at the end of his/her probationary period, be released with no severance or notice period.

A longer-term employee, serving a subsequent probationary period as a result of a lateral transfer or promotion, may at any time during or at the end of the probationary period, be returned to his/her previous position and/or rates of pay if, in the opinion of the General Manager, it is appropriate to do so.

A period of termination notice shall not coincide with an employee's annual vacation. In place of the notice CFDC of CIFN may provide severance pay equal to the amount of notice required.

CFDC of Central Interior First Nations will maintain all evaluations and related correspondence to the termination of an employee in the corresponding personnel file.

Termination by Employee

Should an employee decide to quit his/her job with CFDC of Central Interior First Nations, the employee is requested to provide a minimum of two (2) weeks' notice of his/her departure to the General Manager.

In the event of resignation by the employee, no payout pursuant to the termination provisions will apply. Employees who are laid off, or who have elected to terminate their own employment, are expected to maintain the highest level of work performance and productivity during the notice period.

Notice of lay-off provisions

Professional/Management – 2 weeks for each year of service (pro-rated) to a maximum of 6 weeks.

Technical – 1 week for each year of service (pro-rated) to a maximum of 4 weeks.

Administrative/Clerical – 1 week for each year of service (pro-rated) to a maximum of 4 weeks.

Casual/Temporary – 3 days under 1 year of service and 1 week after 1 year of service to a maximum of 2 weeks after 2 years of service.

In the event of resignation by the employee, lay-off provisions will not apply.

2.23 Policy Title: Exit Interviews

Effective Date:



EXIT INTERVIEWS

Where an ongoing employee who has been employed by CFDC of CIFN for longer than twelve (12) months terminates his/her employment, the General Manager will perform an exit interview to determine:

1. The reasons for their departure
2. Issues concerns or challenges they faced as an employee
3. Suggestions for improvement

The results of the exit interview shall be kept confidential and are for the sole purpose of creating a better work environment.

Please complete the following exit survey to allow us to learn about your work experience with us. Your responses will remain confidential.

Question 1. If you are leaving to go to another company or organization, please tell us what caused you to start looking for other employment?

Question 2

Please indicate the main factors in your decision to leave CFDC of CIFN. (Check all that apply)

- Benefits
- Conflict with colleagues
- Conflict with supervisor
- Conflict with management
- Working environment
- Family / friends related issues
- Career development/Post Secondary
- Position ended
- Commuting
- Lack of job satisfaction
- Travelling / moving away
- Working hours
- Lack of prospects
- Rather not say
- Other, please specify... _____

About the Job

Question 3

What ultimately drove your decision to leave?

Question 4

How strongly would you agree or disagree with the following?

	Strongly agree	Agree	Cannot say	Disagree	Strongly disagree
The job was challenging	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The job was satisfying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sufficient orientation and training were provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your skills and experience were effectively utilized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The workload was reasonable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
You clearly understood and felt a part of the institution's mission and goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 5

What, if anything, do you think can be improved about the job?

Question 6

How strongly would you agree or disagree with the following?

	Strongly agree	Agree	Cannot say	Disagree	Strongly disagree
Your supervisor was knowledgeable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your supervisor ensured that you had sufficient training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
You respected your supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your supervisor recognized employees' contributions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management was fair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management was pro-active	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management provided clear policies and guidelines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management was effective at addressing job related issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management provided encouragement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management treated you with respect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management encouraged cooperation / collegiality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 7

What are your suggestions for management to help create a better workplace?

Question 8

What could your supervisor do to improve his or her management style and/or skill?

Question 9

How strongly would you agree or disagree with the following?

	Strongly agree	Agree	Cannot say	Disagree	Strongly disagree
The department worked efficiently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The department had sufficient personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The department had sufficient tools and equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The department worked well with other departments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

General

Question 10

We try to be an employee-oriented organization in which employees experience positive morale and motivation. What is your experience of employee morale and motivation at CFDC of CIFN?

Question 11

Was your development supported?

Question 12

While working with CFDC of CIFN how satisfied were you in the following areas?

	Very satisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Somewhat dissatisfied	Very dissatisfied
Remuneration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Health benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hours of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vacation entitlement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 13

What are the key qualities and skills we should seek in your replacement?

Question 14

Please make any additional comments about your employment with CFDC of CIFN.

Thank you for completing the survey, your input is appreciated.