

Part 2 – Resource Management

This section describes policies concerning all aspects of human resources and management within the fmi*igf National Office, and covers all employees. This includes the Staffing and Positions, Benefits, Conditions of Employment, Leave, and the Code of Conduct. Reference to volunteers refers to National Board of Directors and Executive members as well as casual volunteers to national fmi*igf activities. It does not include human resource management at the autonomous chapter level.

fmi*igf strives to be fair, equitable and professional in all Human Resource matters. Where no specific policy exists, the Ontario Provincial Labour Code will apply. If unique or unusual situations arise, the CEO and the BofD will jointly determine the appropriate course of action.

fmi*igf promotes a respectful workplace.

A respectful workplace is one where all employees, contractors and volunteers feel valued, supported and trusted. A respectful workplace is healthy and safe. fmi*igf will not tolerate violent and abusive behavior in the workplace, and with its employees will promote a workplace that is free from intimidation, harassment, bullying, threats and other disruptive behaviors.

fmi*igf respects employee differences (cultural, linguistic, educational, age, sex, employment category, level, tenure, physical abilities, etc.) in the workplace, embracing them as contributing to a more creative, innovative, engaging and successful organization free from harassment and discrimination.

fmi*igf expects that conflict will be dealt with at the lowest level and earliest opportunity possible in a professional manner.

Staffing and Position

The HR plan will provide the direction and approval for staffing of positions. Staffing processes will be based on merit, using a competitive process to evaluate and select candidates.

2.1.1 Permanent Full-Time

A permanent full-time employee has a regular work week of 37.5 hours and is eligible for benefits.

2.1.2 Permanent Part-Time

A permanent part-time employee has a regular work week of less than 37.5 hours and may be eligible for benefits as described in their letter of engagement.

2.1.3 Term

A term employee is employed to work for a specific length of time and their hours of work are that of a full-time or part-time employee. Their benefits are as described in their letter of engagement. This type of employee is not to be confused with “independent contractor” or “consultant” who is not an employee.

2.1.4 Employment of Relatives and Friends

While appointments must be made on a basis, of merit, employees who exercise a regulatory, inspectorial or discretionary control over others shall, wherever possible, disqualify themselves from dealing with relatives. A husband or a wife must not be appointed to positions in the same immediate work area or where one spouse would be required to supervise the other spouse.

In cases where a pre-existing relationship exists, the nature of the relationship must be declared in writing to the CEO and the BofD prior to engagement. At their discretion, the BofD may participate in or review any competitive process.

2.2 Benefits

The employer recognizes the importance of providing its employees with a fair employee benefit package in order to be able to attract and retain high qualifying performing people in a competitive marketplace.

Upon successful completion of the first three months, ~~three-month probationary period~~, all full-time and permanent part-time employees working thirty or more hours per week are entitled to the following benefits as a group benefit program provided by the employer. The current contract(s) with the benefits provider(s) is the absolute source for a description of the benefits program which includes these major components:

- Group Life Insurance at beneficiary amount equal to one times annual salary. The employee may or may not require a medical in order to benefit beyond the minimum of \$25,000.
- Accidental Death Dismemberment Benefit
- Extended Health Plan providing a percentage coverage for acquiring prescription drugs amounts for para-medical services and out of province travel insurance.
- Dental coverage for a percentage of basic and major dental services with annual limit.
- Employee Assistance Program.
- The employer does not provide a long term disability plan.
- The employer provides the employees with a group RRSP plan whereby the employer matches the employee's contribution to their personal RRSP plan up to a maximum of 5% of the employee's gross salary. There is no vesting or lock-in provision.

2.3 Conditions of Employment

2.3.1 Daily Work Schedule

National Office recognizes a normal workday as 7.5 hours and a normal work week is 37.5 hours, from Monday through Friday. Permanent full-time employees are expected to work a minimum of 37.5 hours each week but may be required to work in excess of this amount to address non-uniformity of work scheduling and special events.

Permanent Part-Time and Term Employees: Designated hours of work within a normal workday/work-week will be stipulated in the letter of engagement, and modified when required by the organization.

2.3.2 Other Work Arrangements

Flexible Work Arrangements

Flexible working hours are permissible

at the discretion of the supervisor based on organizational requirements. An employee shall have the right to request flexible hours between 7:30am and 5:30pm.

Overtime

The nature of the work of the employer requires the flexible adaptation of work hours by employees to organize and attend national conferences . Employees who are required to work beyond their normal work period, will be entitled to time off in lieu.

Conditions set forth in a letter of offer will supersede this policy.

Public and Statutory Holidays

There are twelve National and Civic holidays:

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|---------------------|---------------------|
| 1) New Year's Day | 2) Family Day |
| 3) Good Friday | 4) Easter Monday |
| 5) Victoria Day | 6) Canada Day |
| 7) Civic Holiday | 8) Labour Day |
| 9) Thanksgiving Day | 10) Remembrance Day |
| 11) Christmas Day | 12) Boxing Day |

2.3.3 Travel

All employee travel must be approved in advance by supervisor and/or the Board of Directors where applicable and where possible.

A blanket travel authority may be approved in advance.

The fmi*igf travel policy will apply to employees and volunteers.
The Government of Canada travel rates will be used.

2.4 Leave

Approval of all CEO leave will be made by the President, or designate, fmi*igf.

2.4.1 Vacation Leave

Vacation leave provides full-time employees with three weeks of paid vacation entitlement each year.

After eight years of continuous employment, a full-time employee will earn an additional week vacation entitlement, for a total of four weeks per year.

After twenty years of continuous employment, a full-time employee will earn an additional week vacation entitlement, for a total of five weeks per year.

It's management's discretion to allow an employee to take vacation days before they are earned. Should an employee be granted vacation before they have accumulated it, the organization has the right to withhold payment of salary should the employee leave the organization before leave days already taken as vacation have been accumulated.

An employee's vacation is normally to be used in the year it is earned. An employee may carry over up to a maximum of one year's vacation entitlement beyond the end of any fiscal year. An employee's unused vacation days will be paid out at the employee's salary rate upon completion of employment.

Employees must plan their vacation leave in advance with their supervisor/manager to ensure that tasks and key activities are covered. The scheduling of vacation must ensure the organization's responsibility to meet objectives. Fairness and equity will be of prime consideration in management's approval of vacation requests.

2.4.2 Sick Leave

Sick leave is designed to protect the employee against loss of income should personal illness prevents the employee from performing his or her duties. Sick leave is a benefit, not an entitlement. It may only be utilized when the employee is ill. Suitable proof of illness may be required for any period of illness.

Employees who work or are on paid leave or maternity/parental leave in an amount equal to or exceeding 75 hours in a month, earn sick leave credits in the amount of 1.25 days every month thereof. Sick leave should not be accumulated if the employee is on non-paid maternity/parental leave.

An employee shall notify the Employer of his/her request to be absent for sick leave purposes and the Employer will not normally withhold consent from this request. The Employer may request a doctor note from the Employee upon his/her return to work, if and when the accumulated sick leave by that Employee has exceeded seven days in any fiscal year period.

If a doctor's note is not provided upon request and the sick leave accumulated has exceeded seven days in the fiscal year, or the Employee does not have sufficient

leave credits to cover his/her sick leave absence, the employer may require the employee to take leave without pay for this period, or part thereof.

Sick days not taken in any calendar year can be accumulated and carried into the following year(s). Unused sick day(s) accumulated by an employee over the term of their career with the organization will not be paid out to the employee upon his/her departure from the organization.

2.4.3 Maternity/Parental/Adoption/Child Care Leave

The fmi*igf provides for leave without pay for an employee for the birth, adoption and/or care of children, in accordance with the relevant legislation for Ontario employers. Employment Insurance benefits may be available to an employee for all or part of the period of the leave without pay.

Employees on child care leave will:

- be able to continue contributions to insurance and health plans on a cost shared basis with the employer during the period of maternity leave (where the plans allow it);
- be credited with continuous service for the period of the leave for vacation plateau calculation; and,
- not have a change to the anniversary date.

2.4.4 Emergency/Responsibility Leave

Employees may utilize up to three days of paid emergency leave to cover events beyond their control that prevent them from coming to work. This includes medical related appointments that cannot be scheduled outside of the employee's normal working hours..

Employees who require more time away from work as a result of an emergency may request up to five additional days of unpaid leave. Any unpaid leave in excess of five days shall be subject to the approval of the Board of Directors or CEO.

Employees may be granted paid leaves of absence from work for justifiable reasons, upon submission of appropriate documentation and proof of the requirement for leave, as applicable.

2.4.5 Bereavement Leave

Bereavement Leave without loss of regular pay, may be granted to an employee upon request:

- At the time of a death or a funeral of an employee's spouse (including common law and same gender relationships maintained for a period of at least one year), child/stepchild, mother, father, brother, sister, legal guardian, grandparent, grandchild, mother in law, father in law, son in law, and/or daughter in law, up to five days leave with pay are available to be taken within 30 days of death.
- At the time of a death of an employee's brother in law or sister in law, aunt or uncle, niece or nephew, up to one-day leave with pay will be granted to attend the funeral.

2.5 Workplace Code of Conduct

- The employer expects employees to conduct themselves with professionalism and personal integrity inside and out of the organization, reflecting the values of the fmi*igf.
- All clients, members of the general public and other employees and volunteers shall be treated with courtesy and respect.
- Inside information about the employer's affairs or those of its business contacts or clients, shall not be used by an employee for personal gain, benefit or advantage.
- The principle of confidentiality includes the employer's client relationships and the employee's right to privacy.
- Employees should avoid situations that could place, or appear to place an employee under obligation to any person or organization that bestows a personal favour or gift of hospitality to that employee.
- Situations where a conflict of interest, either real or perceived, may exist must be declared in writing to the CEO and the BofD at the earliest opportunity.
- Employees have an obligation to ensure proper protection and use of the employer's assets, office and equipment.

- All cellular and telephone services and equipment are intended for business purposes of fmi*igf.
- Employees may use the corporate credit cards for the conduct of the organization's business only and must not be used for personal reasons. Any reward points or benefits accruing from the use of corporate credit cards are for the benefits of the organization and not the employee who has use of the corporate credit cards.
- Employees must not give or appear to give preferential treatment relating to any matter of the fmi*igf, to family members, friends, business associates, former business associates or organizations in which they or their immediate family have an interest or membership.
- Employees will not hold an outside office or employment that could place demands on the employee that are inconsistent with official fmi*igf duties or call into question the capacity of the employee to perform his/her fmi*igf duties in an objective matter. Any outside employment must be declared in writing to the CEO and the BofD.
- Employees have the right to be active participants in the political process.
- A non-smoking policy is enforced in both the workplace and at Professional Development events.
- fmi*igf does not provide parking for its employees.