

# **SECTION 4**

## **PERSONNEL POLICIES AND PROCEDURES**

**(Updated 2016)**

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#### **4.0 Personnel Policies**

The policies that follow are those that govern the conditions of employment of SAWA employees. Any questions concerning the interpretation or application of these policies should be addressed to the Executive Director.

#### **4.1 Equal Opportunity Policy**

SAWA as an organization believes in the just and equal treatment of all persons regarding employment as set out in Saskatchewan Human Rights Legislation. It is therefore SAWA's policy that it will not discriminate against any person because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, marital status, physical disability or sexual orientation and any other areas as proscribed by the relevant human rights legislation.

**AGM-2008-12**

#### **4.2 General Organization**

All staff hired to carry out the work of the corporation will be employees of the Saskatchewan Amateur Wrestling Association. Such employees shall be under the direction of the Executive Director or his/her designate. The Executive Director shall be responsible to the President of the Board.

#### **4.3 Hiring Procedure**

All positions are to be approved by the Board and thereafter are to be publicly advertised, unless the Board votes to promote a current employee to the new or vacant position. All personnel are to be hired by the Executive Director after approval by the Board.

#### **4.4 Personal Appearance**

Employees should be well groomed and their general appearance should reflect favourably upon the Saskatchewan Amateur Wrestling Association.

Employees should present themselves with appropriate professionalism to outside clients and the general public.

#### **4.5 Orientation**

The first day of employment will include a tour of the office, introduction to staff, orientation to SAWA's organizational structure and policies and procedures, and a review of appropriate payroll and personnel forms. The employee will subsequently be familiarized with his/her job description and the overall purpose of SAWA. The employee will also be given a detailed description of the various employee benefits provided by SAWA.

#### **4.6 Hours of Work**

The standard work week consists of eight hours per day, five days per week, with one hour for lunch. The office of the SAWA is to be open to the public Monday to Friday between the hours of 8:30 a.m. and 5:00 p.m.

#### **4.7 Lateness**

All employees are required to be punctual and working at the starting time scheduled for them. Lateness will result in a warning, and if continued, disciplinary action may result.

#### **4.8 Overtime**

All overtime must be authorized by the Executive Director and is to be reimbursed by T.O.I.L. on a straight time basis.

Only work on weekends or public holidays is eligible for overtime.

T.O.I.L. periods must be mutually agreed between the employee and his/her supervisor and leave application forms are to be used.

The AGM, Provincial Championships, or any National Championship that SAWA is hosting are required work assignments and are not eligible for overtime.

The Executive Director and Administrative Assistant shall attend all Board and Executive meetings. The Provincial Technical Coordinator shall attend all Board meetings. The Provincial Technical Coordinator shall attend the Cadet – Juvenile National Championships as support for the coaching staff.

**AGM 2003:35**

These meetings are mandatory and are not eligible for T.O.I.L.

#### **4.9 Authorized Absence**

Authorized absence may be granted for time off, family obligation, medical appointments, etc. by the Executive Director or his/her designate. Proper authorization forms must be completed and submitted for approval. Time off for authorized absence may be charged to sick leave or annual vacation.

##### **4.9.1 Sick leave**

1) Fifteen paid days per year, accumulative. After one day off, a doctor's certificate may be requested. The maximum that may be accumulated is sixty days.

2) Sick pay will not be granted:

- i. due to pregnancy, after commencement of leave of absence.
- ii. for period during which you engage in other occupation or employment for wage or profit.
- iii. due to injury resulting from participation in criminal activities.

#### **4.10 Holidays**

All full time employees earn holidays at the rate of 1 1/4 days per month employed. Part time employees are credited with 3/52 of total gross earnings for holiday pay.

The following is the annual holiday schedule:

Years of Service	Annual Days of Vacation
less than 10	15 days
10 and up to 15	20 days
15 and up to 20	25 days
over 20	30 days

Holidays can be taken as they are earned.

**AGM 1999:15**

Exceptions must be approved by the Executive Director or his/her designate and adequate notice must be given.

Employees may carry up to 5 days of vacation from one calendar year to the next.

All vacations must be approved by the Executive Director and the Board at least two weeks prior to departure.

#### **4.11 Staff Holidays**

**AGM 2007:10**

All employees are entitled to the statutory holidays as defined by the Saskatchewan Department of Labour. Employees will be paid for any of the above holidays, which fall during their employment with SAWA.

#### **4.12 Payroll Procedures**

Employees are paid on a semi-monthly basis. The payment will cover the pay period up to and including the payday. The pay period will run from the first of the month to the 15th and from the 15th of the month to the last day of the month.

Through a computerized payroll, an employee of SAWA has the option of:

- 1) Receiving a payroll cheque on payday or;
- 2) Receiving an earnings statement with a cheque being automatically deposited to the bank of one's choice.

#### **4.13 Payroll Deductions**

Certain deductions as required by law are deducted from the employee's paycheque. Other deductions are made to cover costs related to employment benefits. All deductions are specified on the payroll voucher. Standard deductions will be made according to Revenue Canada Guidelines.

##### **4.13.1 Canada Pension Plan (C.P.P.)**

This is a compulsory deduction for all employees who have attained their eighteenth birthday up to a maximum which is determined annually by the Government of Canada. When the annual maximum base is reached, C.P.P. deductions are not taken from an employee's pay for the remainder of the year. However, deductions start again at the beginning of the next year. SAWA's C.P.P. contribution is an amount equal to the employee's contribution.

#### **4.13.2 Unemployment Insurance Commission (U.I.C.)**

This is a compulsory deduction of all earnings over a certain established minimum per week and under a certain maximum weekly. Effective each January, employee contributions will be calculated at a predetermined rate for each 100 dollars of insurable earnings up to a maximum of an annual established basis by the Unemployment Insurance Commission. SAWA also makes a contribution on the employee's behalf. Benefits paid in the event of unemployment are based on the "Insurable Earnings" covered by these deductions.

#### **4.13.3 Federal Income Tax**

This is a compulsory deduction based on "taxable income".

#### **4.14 Employee Benefits**

Conditions: All full time SAWA employees are eligible for the employee's benefit package after the 90 day probationary period has ended.

The following plans form part of the Employee's Benefit Package:

- 1) Group Life Insurance
- 2) Group Accidental Death Insurance
- 3) Group Accidental Dismemberment Insurance
- 4) Long Term Disability
- 5) Dental Plan/Healthguard
- 6) Optical Plan

The total cost of the insurance plan is paid one third by the employee and two thirds by the employer based on rates set by the Insurance Company. The employee's contribution will be by payroll deduction.

**4.14.1 Pension Plan** All full time employees of SAWA will be eligible for enrolment in the Sask Sport Pension Plan after ninety days (three months) of service. Employee and employer contributions will commence after the employee's ninety days (three months) of service.

**AGM 1999:17**

#### **4.15 Performance and Salary**

The performance of a new employee is to be reviewed after a 90 day probationary period by the Executive Director and a committee of the Board. Once the probationary period has ended, a performance evaluation of the employee will be conducted semi-annually. The Executive Director will complete a performance evaluation form on the employee.

When the performance evaluation form has been completed, the employee will be advised and required to sign his/her name to indicate receipt, not approval, of the results.

Should an employee not be satisfied with his/her review or the resulting salary, the matter should be presented to the President of SAWA.

The performance of the Executive Director will be evaluated semi-annually by the Executive.

#### **4.15.1 Salary Range**

All jobs shall have a salary range which specifies the lowest and highest salary approved by the Board.

#### **4.15.2 Starting Salaries**

The starting salary for new employees shall normally be the lowest salary in the salary range. However the salary and benefits shall be open to negotiation prior to the offer and acceptance of the position.

#### **4.15.3 Increment**

An increase in salary and/or benefits shall be given to an employee at the time of contract renewal in recognition of experience gained and benefit to the Association. The evaluation shall be done by the Executive for the Executive Director of the Association. Employees other than the Executive Director will be evaluated by the Executive Director. All evaluations will be reviewed and approved by the Executive.

Increments shall be given to the employee based on his/her evaluation. A normal increment, based on a good evaluation, shall be five percent of the lowest salary of the salary range of the position. Increments in excess of this amount may be given for outstanding work in a given year. Increments will not be given based on a poor evaluation. However the employee shall be given documentation outlining the reasons for not receiving the normal increment.

Increments must be approved by the Board following review of the evaluation. All increments shall be retroactive to the date of the contract renewal.

#### **4.15.4 Salary Scales**

Salary Scales and Salaries for all positions shall be reviewed on an annual basis by the Board. The Board shall make an increase (percentage) in salaries and salary scales to reflect economic increases and to ensure that the Association remains competitive with salaries offered in similar positions. The review shall occur prior to April 1st of each year and shall take effect on that date. Employees shall not receive this increase unless they have been employed for at least one full year.

**AGM 1999:18**

#### **4.15.5 Additional Benefits**

Should an employee request benefits in addition to those specified in Section 4.14, the cost of those benefits shall be subtracted from the approved increment.

#### **4.15.6 Personnel Files**

A file will be kept on each employee containing:

- 1) Basic personal data
- 2) Original date of employment
- 3) Written performance appraisals
- 4) Pension plan records
- 5) Job title
- 6) Salary range

- 7) Position on salary range
- 8) Other or fringe benefits
- 9) Attendance records

These files can aid in speeding up the performance review process, as well as ensuring objectivity and fairness during the process.

#### **4.15.7 Bonding**

All employees of the Saskatchewan Amateur Wrestling Association are to be bonded.

#### **4.16 Termination of Employment Procedures**

If circumstances dictate that an employee leave the organization, SAWA asks that the employee in question talk the matter over with the Executive Director or the President first, before any decisions are made. If resignation is the only course of action, SAWA requires the employee to put this decision in writing as far in advance of leave as possible, however two weeks' notice in writing is required of the employee. Resignations are to be forwarded to the Executive Director or to the President.

If at any time during employment at SAWA a staff member is found guilty of misconduct, neglecting or disobeying reasonable orders from the Board, or incompetence, SAWA may terminate the employee's term of employment without any notice or payment in lieu of notice. Upon such termination, the employee in question will be paid a proportionate amount of his/her annual salary to the date of the termination.

If a SAWA employee becomes unable to perform his/her duties because of illness, accident, or incapacitation for a period longer than one month, or for a total of more than sixty days during a twelve month period, his/her employment term may be terminated at the option of SAWA. The employee in question will be paid a proportionate amount of his/her salary to the date of the termination.

Termination procedures are consistent with the Saskatchewan Labour Laws. Before termination of an employee, the Executive Director and the Board must approve the employee's termination.

#### **4.17 Education**

The SAWA will provide work related educational opportunities for its employees. Examples of such include: attending a conference, seminar, course or other learning session presented by a technical or professional association, or by any educational institution.

For work related courses that occur outside of regular office hours, SAWA will provide 50% of tuition, books and examination fees upon enrolment and the remaining 50% upon successful completion of the course (documents required).

For work related courses that occur during regular office hours, upon recommendation of the Board, SAWA will provide 50% of tuition, books and examination fees upon enrolment and the remaining 50% upon successful completion of the course (documents required). SAWA will also provide time off, with pay, to attend the courses.

#### **4.18 Employee Expenses**

SAWA will reimburse those employees who incur expenses while conducting business for the Association.



#### **4.18.1 Travel**

**AGM-2008-08**

In- province travel with private vehicle will be reimbursed at provincial government mileage rates in effect at time of travel. Out of province travel with private vehicle will be reimbursed at the same rate as in-province travel but not exceeding the cost of the most economical airfare available at time of travel.

Rented/leased vehicles should include collision and comprehensive insurance, the cost of which shall be reimbursed.

Employees electing to use their own personal vehicle for out of province travel will be reimbursed for expenses not exceeding the cost of the most economical airfare.

Parking claims will be paid at the discretion of the Executive Director and must be accompanied by receipts.

Employees using their own personal vehicle for business purposes should obtain "business insurance". If a personal vehicle is used in excess of 1600 kms per year, the business insurance may be reimbursed. Travel between an employee's home and office is not reimbursable.

#### **4.18.2 Meals**

Expenditures must be reasonable using the Provincial Government guidelines as stated, to be updated annually at the discretion of the Board.

**AGM 1999:20**

#### **4.18.3 Miscellaneous**

Telephone calls for business purposes are reimbursable.

Baby-sitting, gifts, speeding/parking tickets and other personal expenses are not reimbursable.

#### **4.18.4 Procedure**

Employees will submit expense accounts on or before the 15th and the last day of the month. These forms must be verified by the Executive Director or his/her designate.

#### **4.19 Release of Information Policy**

The purpose of this policy is to develop a positive organizational profile/image through the controlled dissemination of accurate information regarding SAWA and its members.

##### **4.19.1 Scope**

The following individuals and organizations are within the scope of the policy:

- 1) Board
- 2) Committee or sub-committee members
- 3) SAWA staff
- 4) Ex-officio members of committees or sub-committees
- 5) Individuals or organizations with privileged access to information (i.e. suppliers and clients)

##### **4.19.2 General Policy Statement**

No information may be released without the expressed advance permission of the President or Executive Director of SAWA.

#### **4.20 Confidentiality**

Designated confidential documents may only be accessed by authorized personnel. Authorized personnel shall include the Board, staff and other person authorized by the President of the Association.

The following information may only be viewed or accessed by authorized personnel designated by the respective management:

- 1) Personnel records
- 2) Payroll registers
- 3) Financial documents
- 4) Computer menus and programs

Personal information regarding an employee's employment, other than confirmation for credit purposes, is not to be disclosed unless:

- 1) Authorized by employee
- 2) Requested in writing with employee release

#### **4.21 Conflict of Interest Guidelines**

All employees and Board members of SAWA are expected to arrange their private affairs in such a manner that will prevent conflict of interest from arising or from appearing to arise.

They should not place themselves in a position where they are under obligation to any person who might benefit from consideration or favour on their part, or seek in any way to gain special treatment from them. Equally, employees and Board members should not have pecuniary or other interests that could conflict or appear to conflict in any manner with the discharge of their duties and responsibilities.

##### **4.21.1 Definitions:**

- 1) Volunteer - refers to any member of the SAWA Board or committee.
- 2) Employee - refers to any person employed by SAWA.
- 3) Conflict of Interest - any situation where an employee and/or volunteer attempts to promote a private or personal interest for himself/herself or some other person, which results in the following:
  - i. An interference with the objective exercise of his/her responsibilities with SAWA.
  - ii. A gain or advantage by virtue of his/her position with SAWA.

##### **4.21.2 General Statement**

Due to the nature of volunteer or employee responsibilities, it may be necessary in some cases to restrict the activities of the individuals serving as volunteers or employees to ensure that a conflict of interest does not exist or appear to exist. These guidelines are applicable to all SAWA employees and volunteers.

#### **4.21.3 Outside Employment**

All employees must have written authorization from the Executive Director prior to taking employment outside of SAWA.

The following criteria should be used to determine whether an employee is involved in an activity which constitutes outside employment:

- 1) Self employment
- 2) Activities from which there is a monetary reward
- 3) Activities where advice or service is provided and an honorarium received.

#### **4.21.4 Conflict of Interest Situations**

As the following are considered to have the potentiality of being in conflict or appearing to be in conflict, they are to be disclosed to and are subject to review and advice by the President of SAWA who shall decide if a conflict of interest actually exists. If a conflict of interest situation is found to exist, the President of SAWA shall take the necessary actions depending on the nature of the employee or volunteer's responsibilities and the degree of the apparent conflict. The following are considered to be a conflict of interest:

- 1) Personal investments, contracts, agreements or undertakings between employees and a supplier or any other company, partnership, association or commercial entity that has a present or prospective business relationship with SAWA.
- 2) The acceptance of gifts or services which could be viewed as payment for services rendered through his/her position in SAWA. Any payments, gifts or services accepted would be in conflict with this guideline. An employee may accept a gift which is:
  - i. The normal exchange between friends.
  - ii. The normal exchange of hospitality between persons doing business together.
  - iii. Tokens exchanged as part of protocol.
- 3) Using or permitting others to use, SAWA employees, property, equipment, materials, or time for personal gain.
- 4) Using or revealing without proper authorization, any information acquired during the course of an employee's duties which is not generally available to the public, to persons outside the corporation for personal gain.
- 5) Employees or volunteers who give preferential treatment to:
  - i. family members, friends, business associates, or former business associates.
  - ii. a private or public body such as a municipal council, school board or volunteer organization of which they are members.
- 6) An employee who lets himself/herself be influenced in the carrying out of his/her duties by the prospect of employment elsewhere.

#### **4.21.5 Disciplinary Action**

After a conflict of interest of the preceding guidelines occurs, the President has the following options for action available to him/her within Provincial Legislation Guidelines:

- 1) Instruct the employee or volunteer to divest himself/herself of his/her interests whether an investment, property, loan, payment, gift, undertaking, agreement, directorship, office, employment, membership, etc.
- 2) Instruct the employee or volunteer to transfer his/her financial interests to a blind trust.
- 3) Remove the employee or volunteer from the responsibilities which are causing the conflict.
- 4) Take disciplinary action against the accused employee or volunteer.