

STATEMENT of POLICY and PROCEDURE			
Section	3.0 Operational	Original Effective Date	Sept. 25, 2006
Sub-Section	3.2 Human Resources	Date of Last Amendment	June 27, 2016
Subject	3.2.3 Working Conditions		
Topics	Hours of Work		
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Purpose

Working conditions outline hours of work, vacation, paid holidays, absence guidelines and leave of absence entitlements granted by the ESCC to its employees.

Policy

The ESCC maintains fair and equitable work conditions for its employees.

Responsibilities

The Executive Director is responsible for overseeing the working conditions of the ESCC in accordance with Board policy.

Procedures

Hours of work, vacation, paid holidays, absence guidelines and leave of absence entitlements are developed and reviewed by the Personnel Committee of ESCC.

Hours of Work

- a. Office hours are from 8:30 a.m. to 4:30 p.m. Monday to Friday.
- b. Full-time employees are normally expected to work 37.5 hours per week and are granted an unpaid one-half hour for lunch. Part-time employees work 20 hours or less per week on a permanent year-round basis. Term employee's hours are defined by project needs.
- c. Employees may work a flexible schedule so long as work is covered within the core office hours of 9 a.m.-4 p.m. In situations where work is necessary outside an employee's normal working schedule, the employee is expected to work the hours to accomplish the goals of their position. In such situations, the employee shall adjust (as approved by their supervisor) their normal workweek and / or workday to meet these situations.
- d. Two work breaks (15-minutes each) can be taken daily. Breaks may not be combined, nor may they be taken at the beginning or end of the workday and shall be lost if not taken on the day earned.

- e. The Executive Director shall set her/his hours of work in accordance with the obligations established in her/his contract. The Executive Director's hours will vary from week to week due to the number of evening and weekend meetings required.
- f. The Executive Director is not entitled to overtime. Recognizing that it is not always possible to limit work to 7.5 hours per day, the Executive Director will endeavour to work an average of 7.5 hours per day over a month's duration. In the case of exceptional circumstances requiring extensive overtime (which has been pre-approved by the Executive and Finance Committee of the Board), it is the Executive Director's responsibility to raise the issue with the Co-Chairs.
- g. Days in lieu must be taken within sixty days of accumulation unless the employee's direct supervisor authorizes carry-over.

Except as noted below, overtime is all hours worked in excess of:

- 7.5 hours a day, and/or
 - 37.5 hours a week.
- h. Wherever possible, the practice of working overtime should be avoided and overtime must be pre-approved by a supervisor. Where overtime is worked, time and one-half will be granted. Scheduling of time taken in lieu of overtime is at the Executive Director's discretion and is based on timing convenient to the office operation. Overtime is defined as at least one full hour of work completed beyond the regularly scheduled workday, and is claimed in fifteen-minute segments. Staff should not have to work an excessive amount of overtime. Overtime needs should be planned with consideration for the impact on employees and the limits set out in the employment legislation of the Province of Alberta. Overtime hours are to be calculated both on a daily and on a weekly basis.

Dress Code

Employees are expected to dress in attire appropriate for the business at hand at all times.

Vacation and Paid Holidays

Vacation with pay is based on years of continuous service. Employees may take vacations as they accrue. Permanent full-time and permanent part-time employees are entitled to vacation. Term positions accrue holidays according to the length of project and weekly hours. Term positions will follow the same entitlements as either full time or part time employees according to weekly project hours. Vacation is prorated on a percentage basis.

Position	Years of Service	Annual Vacation Days Entitlement
Executive Director	From 0 to 6 months	0 days
	After 6 months -1 year	15 days
	After 1 year	20 days
	After 5 years	25 days
	After 10 years	30 days
Full-time Employees	From 0 to 6 months	0 days
	After 6 months -1 year	10 days
	After 1 year	15 days
	After 5 years	20 days
	After 10 years	25 days
Part-time Employees	After 6 months -1 year	time equivalent to 4% of salary
	After 1 year	time equivalent to 6%
	After 5 years	time equivalent to 8%
	After 10 years	time equivalent to 10%

For those employees working less than 30 hours per week, vacation will be determined by provincial legislation. At the discretion of the Executive Director, vacation time may be granted to a staff person prior to it being earned if circumstances warrant.

- a. Carry Over: Employees may carry over no more than two-thirds of the holidays earned in the previous year to the following year without prior written approval. Any other unused vacation will be paid out on a yearly basis.
- b. Scheduling: The employee's supervisor must approve vacation requests.
- c. Payment for Holiday Time: A payment will be made in lieu of holiday time only upon termination of the employee. Employees are expected to take vacation during the year it is earned.
- d. Illness during Vacation: In the event that an employee is hospitalized during their vacation period, that time will be considered to be sick leave (if available) and will follow the absence policies of the organization.
- e. Forced Closure: The ESCC is responsible for providing an annual listing to staff of dates and/or times when the office will be closed. However, there may be unforeseen reasons that the office is closed and in a case of forced closure, staff may complete work off site, take banked time or take holiday time.
- e. Statutory Holidays: If a statutory holiday falls on a weekend, then employees are entitled to an alternative day off. The ESCC designates

the following days as named holidays and all employees who have worked for thirty (30) calendar days prior to the holiday receive the holiday as a paid day. To qualify for a statutory holiday with pay the employee must work his or her scheduled day immediately prior to and immediately following the holiday except where the employee is absent due to illness or other reasons acceptable to the employer.

An employee who is obliged by the employer in the course of duty to work on a paid holiday shall be covered by compensatory time off for all hours worked on the holiday at a rate of time and one-half. Time off may be taken at a mutually agreeable day(s) within thirty (30) days, or by mutual agreement the compensated day may be added to the employee's annual vacation. Should a paid holiday fall during an employee's vacation period, he or she shall not have to count this paid holiday as part of their vacation time.

- f. Christmas Closure: The ESCC office will be closed between the end of the work day on Christmas Eve or the last work day immediately preceding Christmas Eve and the beginning of the first work day following New Year's Day. This time off is paid leave for permanent ESCC employees and is in addition to vacation entitlements.

Twelve paid statutory holidays are recognized:

New Year's Day	Alberta Family Day
Good Friday	Easter Monday
Victoria Day	Canada Day
Civic Day	Labour Day
Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day

Absence Guidelines

The ESCC recognizes that absences due to illness or injury are inevitable and unavoidable but it is the responsibility of the employee to keep attendance at a maximum and absences at a minimum. It is the duty of the employee to be present at the workplace punctually and during the prescribed hours. An employee requires prior authorization for his/her absence.

Note: "Family" is defined as any immediate relative (daughter, son, step-child, parent, grand-parent, spouse, or grandchild) who is under the employee's care. Other situations are considered on a case-by-case basis by the Executive Director.

- a. Personal Appointments: Employees will conduct personal appointments on their own time. Employees are expected to arrange appointments as close to the beginning or the end of the working day as possible. Approval shall be obtained from the employee's immediate supervisor in advance. Employees may utilize overtime to cover any work time shortfall.
- b. Casual Illness: Absence is allowed for personal illness.
 - An employee must notify a supervisor of their absence, preferably within one (1) hour of the office being open.
 - A doctor's certificate may be required at the discretion of the employer.
- c. The sick leave entitlement begins once probation has successfully concluded for each employee. Sick leave benefit accrues during probation, but may not normally be taken during probation. Employees may take sick leave as it accrues following the successful conclusion of probation. Sick leave accrual is one sick day per month. Sick leave may be accrued from year to year to a maximum of 12 days and the time cannot be used for any other purpose except as recuperation from illness. Individuals who have utilized all their accumulated sick leave may utilize a combination of vacation time and/or overtime to cover any work time shortfall.
- d. Consistent Absence: If there is a pattern of consistent absences related to illness, the employee may be asked to have a medical examination by a physician and a report of fitness sent directly to ESCC.
- e. Rehabilitation: Employees who return to work on the advice of their physician on a part-time basis will be paid at the regular rate of pay for the hours worked.
- f. Exhaustion of Sick Leave Benefits: The current employee benefit program compensates employees' subscription to a personal extended health care plan through Alberta Blue Cross. There is no long-term disability coverage as part of this plan.
- g. Unemployment Insurance Benefits: An employee who is affected by a short-term disability and who does not have extended health care benefits may qualify for unemployment insurance benefits. In this instance a record of employment will be issued to the employee. The ESCC cannot guarantee re-employment.
- h. Medical Confidentiality: All medical information provided to the ESCC is received with the understanding that the details disclosed by the physician on behalf of the employee shall remain strictly confidential, and used

solely for verifying the nature and severity of the illness, and to help in the rehabilitation of the employee.

- i. Return to Work: After an extended absence, a medical certificate stating fitness to return to normal duties is to be provided prior to returning back to work.
- j. Compassionate Leave: An employee may be granted up to a maximum of five (5) consecutive working days with pay if there is a serious illness or death in the employee's family. Compassionate leave may be extended when, at the discretion of the employer, additional time is necessary for travel.
- k. Bereavement: A further two (2) days is provided to the executor of a family member's will.
- l. Court Duties: Employees who serve as jurors or witnesses in a court action shall receive full salary. Any compensation paid to the employee by the Court is to be reimbursed to the employer. This amount should include only the monies received on regularly scheduled working days. The employee may retain any remuneration received for days other than the employee's normal working days, or for any meal and/or mileage allowance.
- m. Voting Time Off: The ESCC complies with the Canada Elections Act, which states that employees are entitled to have three consecutive hours to vote at the convenience of the employer.

Leave of Absence

- a. Special Leave: Subject to approval of the employer, a leave of absence without pay may be granted to any employee for a maximum of one month. Vacation entitlement shall be totally expended before such a leave of absence will be considered. The employee shall retain any sick leave credits accumulated prior to leaving.
- b. Maternity and paternal leave will be granted to an employee in accordance with the provisions of the Employment Standards Act.
- c. Written notice of intent to take maternity leave of absence shall be forwarded to the direct supervisor at least thirty days before the commencement of such leave. A medical leave certificate specifying the anticipated date of leave of the employee shall accompany such written notice.