

A photograph of a sunset over a frozen body of water. The sun is low on the horizon, creating a bright orange and yellow glow that transitions into a soft pink and purple sky. The foreground is a vast, flat expanse of snow, with some subtle textures and shadows. The overall mood is serene and quiet.

Wikwemikong Unceded Indian Reserve

Personnel Policy

January 19 2015



WIKWEMIKONG UNCEDED INDIAN RESERVE PERSONNEL POLICY 2015

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Section: General	Policy Number: A-1.1
Sub-section: Organizational Information	Effective Date: March 20, 2015
Subject: Preamble	Revision Date: September 9, 2013
Page: 1	

Preamble

Purpose:

The Wikwemikong Unceded Indian Reserve (WUIR) is responsible for the policies and guidelines which regulate human resources in its administrative capacity and organizational action. The purpose of this policy is to provide the guidance, mechanism and procedures in the control and operation of the required services in the administration and management of WUIR territory.

1. The Wikwemikong Unceded Indian Reserve (WUIR) Personnel *and* Procedures Policy details the employment relationship between the employer (WUIR) and its employees.
2. The purpose of this document is to ensure a positive working environment by developing fair and consistent policies and that these policies are applied equally to all employees.
3. Both the Federal and Provincial governments have enacted labour and employment legislation which Wikwemikong respects and will abide by these standards based on the resources available to Wikwemikong. The intent is to ensure quality services to band members in the best interests of the community of Wikwemikong as a whole.
4. WUIR does not relinquish its inherent rights as per Section 35 of the Canadian Constitution (see <http://laws.justice.gc.ca/en/const/index.html>) and will abide by governing legislation regarding labour standards and rights until such time WUIR enacts its own labour and employment laws.

Section: General	Policy Number: A-1.2
Sub-section: Organizational Information	Effective Date: March 20, 2015
Subject: Background and Description of Wikwemikong Unceded Indian Reserve	Revision Date: July 22, 2010
Page: 2	

Background and Description of Wikwemikong Unceded Indian Reserve

Purpose:

Wikwemikong Unceded Indian Reserve (WUIR) employs full-time, part-time, contract, casual and hourly rate employees in the administration, operation, and management of public services for its band membership including the management of lands, resources, community and economic development.

The term “employee” is defined as including supervisors, managers, and directors.

Policy:

The Chief and Council of WUIR are responsible for the governance of the administrative and operational functions of WUIR.

WUIR encompasses public services in the areas of financial administration and human resources to ensure a responsible and accountable service in the following areas but is not limited to this list: Housing, Rental Property Management, Public Works, Lands and Resources, Trust, Estates, Family and Social Services, Recreation, Education, Economic and Community Development.

Each department shall maintain a chart or list of position titles and employee names.

Section: General	Policy Number: A-1.3
Sub-Section: Organizational Information	Effective Date: March 20, 2015
Subject: Workplace Philosophy	Revision Date: July 22, 2010
Page: 3	

Workplace Philosophy

Purpose:

To establish guiding principles to ensure that all of our activities reflect our workplace philosophy.

Policy:

It is our philosophy to create and maintain an environment where each employee which includes supervisors, managers, and directors:

1.
 - a) Takes responsibility for his or her own actions and performance;
 - b) Contributes to the efforts of the team by offering help whenever it is needed, even if it means working outside the tasks defined in the job description;
 - c) Demonstrate honesty, integrity, respect and courtesy;
 - d) Is committed to providing high quality services; and,
 - e) Above all, to hold all confidential workplace information in strict confidence. All workplace related matters shared in confidence shall be used only for the purposes required to fulfill employment obligations.

2. WUIR is committed to providing the structures and resources to enable employees to meet workplace philosophy. Supervisors are encouraged to provide the structures and resources to enable employees to meet workplace philosophy. This includes listening and being open to the needs and ideas of all staff members

3. It is the policy of the WUIR that employees are encouraged to communicate both in English and the local dialect of the Ojibwa/Odawa/Potawotomi language and that strong measure is taken to retain our language through native language courses. The Band Administration will support the requests of employees to participate in language classes. Further, the Band Administration will work cooperatively with the Wikwemikong Heritage Organization to support language classes to Band employees. As part of their annual report, managers will propose a language training work plan for their employees as required.

Section: General	Policy Number: A-1.4
Sub-section: Organizational Information	Effective Date: March 20, 2015
Subject: Code of Conduct	Revision Date: February 19, 2014
Page: 4	

Code of Conduct

Purpose:

To provide a positive work environment in which all employees can achieve maximum productivity and job satisfaction.

Policy:

1. WUIR expects its employees to:
 - a) Conduct themselves in a friendly, courteous, and professional manner;
 - b) Maintain the highest ethical standards and refrain from gossip;
 - c) Contribute to the efforts of the team and offer assistance whenever required, whether or not such assistance falls within the normal duties of their job;
 - d) Co-operate freely;
 - e) Do their part to ensure the smooth operation of WUIR services;
 - f) Take the initiative to resolve problems before asking for help;
 - g) Be honest, trustworthy, reliable, and dependable in fulfilling all of their duties;
 - h) Take direction from and work co-operatively with their supervisor/manager;
 - i) To hold all confidential information in strict confidence and only for employment obligations, and not for any other purpose, or disclosed to any third party; and,
 - j) Be responsible for complying with this policy and procedures while employed with WUIR, in the daily operations of WUIR, and at functions that take place at times other than normal office hours.
2. Employees are required to maintain a general appearance, i.e., manner of dress appropriate to their required duties.
3. Employees must comply with regulations on Health and Safety as stated in Part 2 of the Canada Labour Code requiring safety apparel and maintaining safety standards in the workplace (see http://www.hrsdc.gc.ca/eng/labour/health_safety/index.shtml).
4. It is the employee's responsibility to report to work in proper physical and healthy condition and if required, all Personal Protection Equipment (PPE) on, in order to properly perform their duties.
5. Employees must practice due diligence in the performance of their duties to ensure the health and safety of all employees in the work place and the public/clientele they serve.

Section: General	Policy Number: A-1.5
Sub-section: Organizational Information	Effective Date: March 20, 2015
Subject: Dress Code	Creation Date: June 20, 2014
Page: 5 of 3	

Dress Code

Purpose: To provide guidelines on what constitutes proper attire while at work.

Background:

As a professional organization and a public facility, Wikwemikong Unceded Indian Reserve (WUIR) encourages its employees to dress comfortably. However, it is critical that employees of WUIR maintain a professional appearance while in the workplace, or while attending company-sanctioned events offsite. As such, appropriate attire should be worn at all times, in keeping with recognized standards, in order to project a positive image.

All personnel shall dress in a manner commensurate with the designated responsibilities of their job roles or job area. WUIR reserves the right to prohibit any mode of dress or attire that may be deemed improper or inappropriate for conducting business, or is disruptive to the working environment.

Policy:

1. Male workers are generally expected to wear slacks or dress pants with either a dress shirt or sport shirt.
2. Female workers are generally expected to wear dresses, slacks, dress pants and shirt, or jacket/vest-coordinated suit.
3. Frontline employees who interact with clients and customers, even if only on an occasional basis must dress in businesslike attire.

Unacceptable Attire

WUIR reserves the right to add, amend, or remove any of the following examples of unacceptable attire. These types of attire shall not be worn to work for any reason or to any company-sanctioned event (e.g., conferences, seminars, job fairs, etc.). Employees working in recreational jobs, for example Youth Centre Sports Camp may be permitted to wear sportswear.

- Beach or cut-off shorts
- Jogging suits, sweat suits, leotards, tights, spandex, or sweat pants
- Leggings and/or bike shorts
- Tank tops or muscle shirts
- See-through, sheer, or mesh garments unless with a top underneath;
- dresses 2.54 cm (1inch) above the knee
- Beach rubber/plastic sandals and flip-flops;
- Pajamas
- Skin-tight or form fitting pants, dresses, or skirts;

- Any clothing that is worn, torn, frayed, or has visible patches or holes;
- Bare feet or socked feet ;
- Bathing suits or workout clothing;
- Any clothing that exposes the midriff;
- Halter tops or bra tops;
- Any undergarments worn as outer garments or under garments exposed;
- Clothing with inappropriate, offensive slogans, pictures or symbols.

Permitted Attire

WUIR reserves the right to add, amend, or remove any of the following examples of permitted attire. These types of attire shall be worn to office work and to any company-sanctioned event (e.g. conferences, seminars, job fairs, etc.):

- Dress, casual, sport and golf shirts;
- Casual collared shirts;
- T-shirts may be worn for some occupations (must not be offensive);
- Dress shoes, casual shoes, deck shoes, and dress sandals (safety is the consideration and the shoe should have traction for the surface being walked on);
- Running shoes (not tattered)?
Hiking boots or military style boots may be permitted if required of the occupation and/or location;
- Dresses of an appropriate length;
- Dress or casual slacks;
- Jeans with no tears or untasteful modifications;
- Skirts of an acceptable length (denim skirts are also acceptable);
- Dress or casual/walking shorts of appropriate length;
- Hat wear may be permitted if required of the occupation and/or location.

Employees working in construction, maintenance, or technical and field related work must wear clothing designed for the job with careful consideration to safety. If the work requires Personal Protection Equipment, or other clothing specific to the job such as no open-toed footwear, it is up to the manager to remind workers of this requirement and what PPE is required of their job.

There may from time to time be special occasions where employees may be allowed to dress according to the holiday or function (e.g., casual day).

Personal Grooming

Hair should be neatly groomed. All employees are expected to maintain a professional look regarding personal hygiene and cleanliness.

Hygiene

WUIR employees are expected to meet hygiene requirements during regular business hours.. This is critical of all workers handling material that will be passed onto clients.

- Maintain personal cleanliness;
- Maintain oral hygiene ;
- Use deodorant/anti-perspirant to minimized body odors;
- No heavily scented perfumes, colognes, and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees. Managers must be cognizant that some of their employees may be more sensitive to scents. It's up to that manager to set the tone for that office.

Tattoos

Employees with inappropriate tattoos depicting violence or other tasteless designs which may be considered offensive must cover them at all times while at work or company-sanctioned events.

Body Piercing

Employees must maintain professional decorum at all times. Any body piercings or jewelry, except for earrings, considered offensive or can result in injury while doing their job must be removed prior to coming in to work or attending company-sanctioned events.

Frontline Workers

Frontline workers should strive to maintain a neat appearance free of hickeys, visible injuries, etc. Should this become unavoidable, the manager may take the appropriate action to temporarily replace the worker to maintain professional office decorum. Staff is reminded that frontline workers are the face of that organization/department and are expected to represent the company in a positive light.

Section: General	Policy Number: A-2.1
Sub-section: Policy Considerations	Effective Date: March 20, 2015
Subject: Application of Policies	Revision Date: July 22, 2010
Page: 8	

Application of Policies and Procedures

Purpose:

To outline the importance and the application of policies and procedures within this document.

Policy:

1. This policy was approved by Chief and Council as per Band Council Motion 154-2012 made on April 16, 2012 and supersedes all previous personnel policies and applies to all employees employed by WUIR whether they are full time, part time, permanent or casual.
2. Employees must abide by all terms and conditions contained in this policy manual and any subsequent revisions that occur from time to time.
3. Any questions that may arise as a result of any of these policies, or how they should be interpreted, should be addressed in the following order:
 - Your immediate supervisor
 - Your department or area manager
 - The Employment Relations Coordinator
 - The Director of Operations
4. Employees will be made aware of any amendments or changes to WUIR policies and procedures within sixty (60) days of its enactment by being posted on departmental bulletin boards, during the department's yearly review of the Personnel Policy, and at their scheduled performance evaluations.
5. Employees must respect all lines of communication, beginning with the supervisor.
6. Any employee failing to abide by any of these policies may be subject to disciplinary action ranging from a verbal reprimand to termination (in extreme cases) as per Section B-5 Correction and Discipline.

Section: General	Policy Number: A-2.2
Sub-section: Policy Considerations	Effective Date: March 20, 2015
Subject: Policy Implementation	Revision Date: Feb 19, 2014
Page: 9	

Policy Review

1. It shall be the responsibility of the Director of Operations, Program Managers and Supervisors to ensure that this policy be reviewed each year as well as periodically or when the situation deems it necessary, with their employees in their respective departments and the date(s) recorded below.
2. A copy of this policy with recorded dates of review as well as the signatures of employees attending the review will be kept by the (department) manager in a conspicuous location. A copy of this page may be kept in personnel files.

Date	Department	Attendance (signatures of employees)
		Manager _____ Employees
		Manager _____ Employees
		Manager _____ Employees

Section: General	Policy Number: A-2.3
Sub-section: Policy Considerations	Effective Date: March 20, 2015
Subject: Policy Amendments	Revision Date: February 19, 2014
Page: 10	

Policy Amendments

1. This policy and procedures manual may be amended in whole or in part at any time by a two-thirds majority vote of WUIR Council.
2. The Personnel Policy and Procedures review team will ensure consultation occurs with employees to validate the changes and amendments.
3. Changes in the Canada Labour Code will take precedence over these policies. Such changes will make it necessary to update sections of this policy.
4. Notice of any amendments to this policy shall be provided to the employees of the WUIR no later than sixty (60) calendar days after WUIR Council approval.
5. Based on the revision to this policy manual, management has the authority to revise administration forms as necessary.

Section: Recruitment and Management	Policy Number: B-1.1
Sub-section: Recruitment and Selection	Effective Date: March 20, 2015
Subject: Hiring Procedures	Revision date: February 19, 2014
Pages: 1 – 6	

Hiring Procedure

Purpose:

To outline the hiring policy and procedures used by the Wikwemikong Unceded Indian Reserve.

Policy:

Any position of trust that is accountable and responsible in reporting to WUIR Chief and Council shall only be offered by WUIR Chief and Council in a Band Council Motion. These positions include but are not limited to Directors, Managers, and Supervisors that oversee programs and departments serving the community and its best interest.

1. In recognition of the high unemployment rate in Wikwemikong, when all factors such as education, experience are equal, preference will be given to aboriginal descent. Therefore the recruitment process will be guided by the following.
 - a) First consideration will be given to band members including off reserve members and Aboriginal ancestry. If there are no successful candidates then the selection will be made by the Program Manager/Director, or Director of Operations based on qualifications and suitability to the position;
 - b) All postings will be advertised a minimum of two weeks for all full-time indeterminate job postings;
 - c) Summer and seasonal/contract employment postings will be advertised for a minimum of one week.
 - d) Minimal educational requirements will be completion of Grade 12 or equivalency. The exception will be in the construction trades where completion of Grade 10 will be the minimum.
 - e) Prior to any commencement of employment, the successful candidate will be given a thorough reference check with past employers and will include a criminal reference check with indexes.

- f) The Director of Operations must approve all letters of offer before they are made to new employees.
2. All new/vacant positions in WUIR that are required to be filled should be staffed by qualified candidates selected and appointed on the basis of: Band Membership, qualifications, education, experience, knowledge, skills, abilities, local native dialect, and suitability.
 3. Prior to the job posting, the following process will be conducted:
 - a) Develop job description (duties, statement of qualifications, experience, and education...) to be sent to the ERC for review and authorization;
 - b) Selection of Interview Panel (minimum 3, maximum 5 members);
 - c) Define duration of employment;
 - d) Set salary range;
 - e) Outline nature of the interview required;
 - f) Identify required testing;
 4. Job Advertisement postings shall include the following:
 - a) General statement of the job, accountability, identification of direct supervisor and program/department;
 - b) Expected start date (is it conditional upon approval of funding);
 - c) Duration of employment, ex., contract, indeterminate fulltime, part-time, seasonal.
 - d) Expected duties;
 - e) Specific tasks required (if any e.g. project, proposals, work plan etc.);
 - f) Qualifications required for the position, e.g. Grade 12, post secondary or combination of education and experience, (please indicate the minimum requirements expected for the position)
 - g) If a Criminal Reference Check (CPIC) (less than 3 months) is a requirement, does the position require a clear record or be clear of what offences and if not, proof of a pardon granted;
 - h) Date of posting;
 - i) Specifics of the nature of the interview (e.g., verbal, written, or physical testing requirements, or any combination thereof);

- j) Recent employer references will be required and the Pre-Employment Reference and Background Check Consent Form (HRRC-007) shall be signed by interviewee for the release of information for reference checks;
- k) State what the applicant must submit in their job application package (e.g., cover letter, resume, application, recent references, copy of diploma/certificates of qualifications);
- l) The deadline date and time for applications to be received;
- m) Should you state the salary? It may attract applicants when they know what is being offered. It may save you fielding calls asking for this (state based on qualifications or salary grid);
- n) The name of contact person receiving applications: address and phone number and other contact information can be included such as fax number, e-mail address and web-site address; and,
- o) Statement regarding the contacting of applicants for an interview (may state that only those selected for an interview will be contacted).
- p) A statement shall be included - no returning of documents (“Please submit copies as there is no return of submissions”).
- q) Types of advertising shall be prominent to the membership of Wikwemikong (e.g. TV-5, Wiky News, Internet, web sites, local shopping venues and band buildings), and include other venues such as regional/national newspapers, employment centers (e.g., E.I. offices, Friendship Centres, Aboriginal employment sites etc)

5. Candidates submitting an application will be processed as follows:

- a) The applications will be collected in a file labeled according to the job title at the location indicated on the job posting.
- b) All applications are to be date and time stamped and treated confidentially upon receipt;
- c) The applications are not be opened by anyone except the person whose name appears on the application or the manager of the department the package is addressed to.

6. Interview Panel and Preparation

- a. Interview panel shall consist of no less than three (3) delegates and not more than five (5) The interview panel may be comprised of the immediate supervisor, program manager, recruiting department employee, and/or other individuals who are knowledgeable in the subject area of the job.
- b. To ensure fairness and objectivity in the selection process all members selected for the Interview Panel will be required to commit the necessary time in order to attend all interviews.

c. The interview panel shall establish a list of what qualifies for a valid appeal and the time frame for bringing an appeal prior to the interview.

d. The interview panel shall be made aware who the interview candidates are ahead of time so that any potential concern for conflict of interest can be identified. If there is a potential conflict of interest, the panel member affected will be asked to withdraw from the hiring process before any screening or interviews are conducted.

e. The interview panel must maintain consistent practices in the process, methods, screening, selecting and scheduling of interviews to ensure fairness to all participants. The respective Program Manager or designate will oversee the hiring process, and inform the interview panel the specifics of the interview process and the requirements of the job (e.g., term of employment, start date and whether salary is negotiable).

f. The interview room will be identified and will be equipped with the necessary accessories to conduct the interview. An alternate room may be set up to accommodate any testing requirements.

g. The interview panel, in consultation with the Program Manager or designate, will review the validity of questions, interpretation and the length of time for the interviews.

h. If additional testing on the duties of this position is identified (e.g., computer knowledge, written or verbal skills, and/or physical testing skills), then these will be incorporated into the interview process.

i. The interview process will identify the type of individual characteristics for consideration such as: self-motivated, organized, personable, communication skills, and/or ability to speak in the local native dialect.

7. Screening and Notifications

a) Panel will screen resumes/applications to identify the most suitable candidates for an interview based on the information contained in the job posting.

b) Only those applicants that meet the statement of qualifications will be considered for an interview.

c) After the screening is complete, those applicants selected for an interview will be notified of their pending interview by a phone call initially telling them of the time and location and asked if they are willing to come to the interview.

d) A letter will follow stating the date, time, and place of interview and mailed at least one week prior to the interview.

e) Any additional requirements to the interview are conveyed to the prospective candidate at this time (e.g., Criminal Reference Search requirements, type of testing, etc).

8. The Interview and Selection Process

- a) The interview process will allow ample time for the applicant to make the necessary arrangements to attend their interview.
- b) If an applicant cancels an interview or fails to attend an interview, and prior arrangements were not made, the applicant will not be provided an alternate time or date.
- c) The panel will designate a spokesperson that will do introductions of candidates to panel members and instruct candidates of how the interview will proceed and any testing that may be involved.
- d) The panel will decide on how the questioning will proceed – whether one member will ask all of the questions, or panel members will take turns asking questions to candidates.
- e) Questions and testing will be related to the qualifications and experience being sought in the job posting.
- f) If previous arrangements were not made, all interviews will be conducted in person.
- g) Once the interview is completed, each candidate must complete HRRS-009 Pre-Employment Reference/ Background check form and HRRS-0010 Criminal Reference Check Consent form.
- h) The final ranking or scoring for each candidate shall be reached by consensus for each question.
- i) The summary sheet will also include sections to comment on a candidate's personal suitability, personal appearance, timeliness for interview, clarity of voice, etc.
- j) The interview panel will have the following information: copies of the applicant's application, job description, job posting, the question and summary sheet for each candidate.
- k) The candidate will be allowed sufficient time to provide responses and to ask questions. Any tests will be given after the verbal interview is completed. Each person interviewed will be asked the same questions, complete the same testing and given the same length of time to complete the questioning.
- l) After all the candidates have been interviewed, the interview panel shall meet to discuss and rank the interview candidates' final scores. The decision of the interview panel on the hiring shall be based on these discussions.
- m) After the interview panel has made its decision on who the successful candidate is, the panel will sign a memorandum with their unanimous decision.
- n) The interview panel will provide their recommendations to the Program Director or Director of Operations who the successful candidate is and the alternate choice and if applicable to Chief and Council with the proper documentation to validate their rationale for their selection.
- o) Unsuccessful candidates requesting information on how they did in the interview and asking how they could do better next time will be informed that this information is not available. Revealing this kind of information may result in having to change the interview structure and questionnaire should a repost be required.

9. Job Offers and Reference Checks

- a) The respective Program Manager/Supervisor will complete the reference checks on the considered candidate. Reference checks should include at least two previous recent employers.
- b) The final selection of the candidate is determined in consultation with the Program Manager or Director of Operations or Chief and Council which the interview panel signs a memorandum with their unanimous decision.
- c) The Program Manager will adhere to the policy statement (B-1.1) and ensure that any position of trust accountable and responsible to reporting to Chief and Council must obtain a Band Council Motion prior to making any offer in writing to the successful candidate.
- d) Have the candidate submit to a Criminal Reference Check and if required a Vulnerable Sector Screening as per Section B 1.4 – Criminal Reference Check. If the position does not require a clear CPIC, what offences/convictions and timelines will be considered acceptable.
- e) The contract letter of offer along with the Job Description will state the conditions of employment (Please refer to sample letter template, “Employment Contract Letter Form HRNE-001).
- f) Once the offer is signed, the standard probationary period will be a minimum of three (3) months unless stipulated in the letter of offer (e.g., initial three-month probation requirement, six months, and one year upon the commencement of consecutive employment). WUIR reserves the right to extend the probationary period up to six (6) months for senior manager positions (see B 1-3 (1).
- g) New employees are required to complete the payroll kit forms which include the Employee Profile sheet, group benefits and pension forms
- h) Should the successful candidate not accept the job, the interview panel will conduct consultations with the Program Manager and Director of Operations and provide a recommendation which may include a re-posting or the second choice may be notified.
- i) All information from the interviews shall remain on file in a sealed envelope for a maximum of one-year plus one day, unless the position becomes redundant prior to the one-year plus one day (e.g., special project employment).

10. Appeals

When a hiring decision is made it is done so at the discretion of WUIR as the employer. The only time appeals may be allowed is if the process did not comply with a fair and equitable procedure.

- a) The interview panel will utilize the grievance or appeals procedures to redress potential problems as outlined in Policy Section B-3.1, Dispute Resolution Procedure.
- b) In addition, the interview panel may employ the assistance of an outside mediator to review and resolve any appeal that is filed.

Section: Recruitment and Management	Policy Number: B-1.2
Sub-section: Recruitment and Selection	Effective Date: March 20, 2015
Subject: Orientation of New Employees	Revision date: November 8, 2011
Page: 7	

Orientation of New Employees

Purpose:

To ensure that new employees obtain orientation with WUIR's policies and their adjustment into their new employment with WUIR is as smooth and free of stress as possible.

Policy:

WUIR Managers will ensure orientation is completed for all new employees. This will involve providing detailed information about WUIR, working conditions, administrative procedures and personnel and finance policies.

1. The Program Manager responsible must take the lead role in the orientation process and complete form HRNE-003A as part of this process. The Employee Relations Coordinator will assist in concluding the orientation by completing form HRNE-003B.
2. WUIR employees must respect confidentiality and will sign WUIR's Confidentiality Agreement Form FP 209 and their employee profile form attesting to their comprehension and understanding of WUIR's Personnel and Finance policies.

Section: Recruitment and Management	Policy Number: B-1.3
Sub-section: Recruitment and Selection	Effective Date: March 20, 2015
Subject: Probationary Period	Revision date: December 15, 2014
Page: 8	

Probationary Period

Purpose:

To establish a probationary period for all employees that will allow us to assess suitability for a position and allow the employees the opportunity to assess the Wikwemikong Unceded Indian Reserve (WUIR) as an employer.

Policy:

1. New employees will be on probation for the first three (3) months of their employment with WUIR.
2. If the employee has worked for WUIR within the last 3 months, they will deem to have served their 3 month probation in that previous job.
3. WUIR may extend this probationary period at its discretion for senior management employees, (e.g. 6 months) and performance reviews will be identified in the letter of offer at start of employment. Extensions to probationary periods are done in order to address job specifications, training needs, performance issues and loss time due to illness or injuries. This period will give both employer and employee an opportunity to explore whether or not the employee is suited to this position.
4. After an employee has completed three-months of employment, and termination of employment is required within the six-month probationary period the employer shall provide to the employee two (2) weeks written notice of termination, unless terminated for just cause.
5. During an employee's probationary period, the supervisor will monitor the level of performance and discuss any irregularities of job requirements with the employee. Performance can be documented with an evaluation after three months of employment.
6. At the end of the six-month probationary period, the employee will undergo another performance review prior to the one (1) year anniversary date of employment to review the employment agreement. If the employment contract goes beyond one year, regular yearly performance evaluations will be conducted.
7. Throughout the probationary period, the employee is encouraged to seek assistance and direction whenever it is needed.

Section: Recruitment and Management	Policy Number: B-1.4
Sub-section: Recruitment and Selection	Effective Date: March 20, 2015
Subject: Criminal Reference Check	Revision date: February 19, 2014
Page: 9-2	

Criminal Reference Check

Purpose:

To establish a safe working environment and ensure the well-being of WUIR staff and customers, Criminal Reference Checking will be a condition of employment or service for persons applying to certain positions within WUIR. Some positions may also require a Vulnerable Sector Screening check as well.

Definition:

A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position or authority or trust relative to them.

Policy:

1. The Criminal Reference Check is applicable to persons 18 years of age or over as part of the recruitment process for all receptionist positions, positions involving the handling of money, valuable items or financial information, security positions of any type and, in addition the Vulnerable Sector Screening Check for service providers directly or indirectly involved in the care/custody of children or vulnerable adults.
2. The Criminal Reference Check is applicable to contractors and sub-contractors accessing any of the above or those departments involved with the above as well.
3. A Criminal Reference Check is not required for an employee making a subsequent employment move to another department other than those mentioned in # 5.
4. When posting for a new position, and that position requires a Criminal Reference Check, only the successful candidate shall submit one.

5. Employees working with money, financial information or in areas of security, Criminal Reference Checks shall be required every three (3) years on the anniversary of hire.
6. The Criminal Reference Check shall consist solely of a check through the Canadian Police Information Computer (CPIC) system to secure information regarding outstanding criminal code charges as well as criminal code convictions for which a pardon has not been granted. A Vulnerable Sector Screening check will be required for positions involving children or vulnerable adults.
7. Applicants shall be advised of the Criminal Reference/ Vulnerable Sector Screening Check requirements of the position via the job posting.
8. Conditional job offers can be made to the successful candidate(s) other than those mentioned in Subsection 1 if the CPIC remains outstanding and beyond the control of the successful candidate. However, employment is NOT allowed to continue beyond the stipulated time in the conditional offer. Continued employment as per the contract will be pending on the outcome of the CPIC check. Conditional job offers must be made in writing. Removal of the condition, for example the results of the Criminal Reference Check is satisfactory, must also be made in writing. When conditional offers are withdrawn due to unsatisfactory checks, correspondence should be prepared based on individual circumstances.
9. All information obtained through a Criminal Reference Check is strictly confidential. Reports of positive checks are maintained in the Employment Relations Office in a locked filing cabinet. No other office is to retain information on positive Criminal Reference Checks. In the event of subsequent inquiries regarding the selection decision, access to the CPIC report is limited to the Director of Operations.
10. It will be the responsibility of the Director of Operations and senior management to evaluate the mitigating circumstances surrounding a positive Criminal Reference Check and make the final selection decision.

Section: Recruitment and Management	Policy Number: B-2.1
Sub-section: Performance Management	Effective Date: March 20, 2015
Subject: Job Descriptions	Revision Date: July 22, 2010
Page: 1	

Job Descriptions

Purpose:

To have job responsibilities properly documented by the WUIR Band Administration.

Policy:

1. WUIR will maintain complete and accurate job descriptions for all new and existing positions.
2. Any new job descriptions developed must be approved and authorized by the ERC.
3. A job description is only an outline of the major duties and responsibilities. It is not a detailed list of every duty the employee may be asked to perform. Similar or related duties may be added at any time. This may be done in the form of detailed departmental or individual work plan or department re-structuring, which may require specific goals to maintain operations during the fiscal year.
4. Refer to “Job Description Template” form # HRRC-002 Job Description Template.
5. Any major changes to the employee’s existing job description shall be done in consultation with the employee, and notification shall be made in writing. Training needs will be identified and implemented as may be required.
6. A copy of the job description shall be filed on the employee’s personnel file.

Section: Recruitment and Management	Policy Number: B-2.2
Sub-section: Performance Management	Effective Date: March 20, 2015
Subject: Performance Evaluations	Revision Date: July 22, 2010
Page: 2	

Employee Performance Evaluation

Purpose:

The purpose of this policy is to evaluate performance, provide feedback to individual employees as well as assist in planning future career development.

Performance evaluations can only be meaningful if there is a statement of expected performance. This can be a work plan, set of goals and objectives, established professional standards of practice, or anything else that sets out the quality and quantity of work expected.

Policy:

1. The supervisor will regularly evaluate the employee's job performance both on a formal and an informal basis. This will provide the employee with feedback regarding their work. Informal feedback usually given verbally is the feedback a supervisor gives to an employee in the course of regular work performance. Formal feedback is normally done in writing.
2. Formal written performance evaluations are usually conducted on annual basis. Each employee will be required to meet with his/her supervisor to have a formal evaluation done at least once a year. The onus is on the supervisor or manager to set the date and carry out the review.
3. The objective of the performance evaluation is to keep the employee informed about their progress in order to maximize their achievements.
4. An employee's performance evaluation is intended to be a participatory process in which employees are expected to evaluate themselves as well. This will ensure that employees have ownership over their performance and that they contribute to the efforts of the entire team.
5. If at any time the employee wishes to discuss a performance-related matter, they must inform the supervisor within three (3) weeks of receiving their written evaluation.
6. Refer to Performance Evaluation forms, Series HRPE-001 to HRPE-010

Section: Recruitment and Management	Policy Number: B-2.3
Sub-section: Performance Management	Effective Date: March 20, 2015
Subject: Training and Development	Revision Date: July 22, 2010
Pages: 3 & 4	

Training and Development

Purpose:

To support continuous learning and organizational effectiveness through personal and professional development as prescribed by management.

Policy:

1. An employee or immediate supervisor may identify training or educational programs that will enhance an employee's professional development. Required training or educational programs may be listed or identified and recorded in an employee's performance evaluations and/or work plan.
2. Employees are encouraged to take advantage of relevant learning opportunities, provided that they are pre-approved and costs are within program budgets.
3. Employees must obtain approval from the Manager for any training programs that employees wish to take, at least two (2) weeks in advance of the course.
4. Mandatory training is training that is required for the employee to fulfill their duties. Costs for mandatory training are not subject to cost recovery by the employer.
5. Other training that is relevant but not mandatory to fulfill the duties of the job may be considered by the Supervisor with the provision that funds are available within the program/department budget. To ensure financial controls are in place and accountable to the program budget and its operation, a payroll deduction authorization form may be completed. The employee must provide their written authorization with specific amounts and dates, prior to the start of training for cost recovery purposes should the employee leave within six (6) months after training completion. (Refer to Finance Policy)
6. If the employee cannot attend training or education program as required due to medical reasons, the employee must provide written confirmation *from the employee's registered medical practitioner* confirming this. This information will be put into the employee's personnel file.
7. An employee taking training or educational program during a non-regular working day will receive compensatory time off in accordance with the Leave policy.
8. Education leave for skills enhancement will require Manager and Director of Operations approval, regarding job guarantee upon return from training and educational leave.

Section: Recruitment and Management	Policy Number: B-3.1
Sub-section: Employee Relations	Effective Date: March 20, 2015
Subject: Dispute Resolution Procedure	Revision Date: July 22, 2010
Pages: 1 – 3	

Dispute Resolution Procedure

Purpose:

To provide an avenue to help employees resolve workplace conflicts.

Policy:

1. An employee or group of employees may initiate a grievance where he/she/they feel unfairly treated or that the WUIR's personnel policy has not been properly followed. For that purpose, a Grievance Procedure (see below) will be followed.

Grievance Procedure

The following guidelines must be strictly adhered to by all personnel. It is essential to ensure that all grievances are handled quickly and effectively. The person(s) filing the grievance must progress their concern through the proper protocol of management within the defined time frames.

Before filling a grievance, the affected person(s) must make every reasonable attempt to resolve the concern on their own. If this is not possible, or the attempt is unsuccessful, then, a formal grievance may be initiated.

Step 1

Within 21 days following the event which warrants a complaint using the Grievance Procedure, the person(s) must submit a written grievance stating all of their pertinent facts (dates, times, place, persons involved, witnesses, etc) in a signed and dated memo to their immediate supervisor.

Upon receipt of a grievance at Step 1 of the Grievance Procedure, the supervisor will examine the grievance, including the facts and information supplied as well as any other related information that can be obtained regarding the matter.

Within 21 days of receiving the grievance, the immediate supervisor will respond to the grievance in writing with information that will either allow the grievance to be resolved, or provide an explanation why the grievance is declined.

Step 2

In the event the person(s) has received a response at Step 1 and did not consider the problem to be resolved within 21 days of receiving the response, the grievance will be progressed to the next level (Step 2).

The person(s) will resubmit all of the information provided to the supervisor at Step 1, including the supervisor's response as well as a brief explanation as to why they were not satisfied with the response at Step 1. Grievances at Step 2 will be submitted to the Manager/Director of the department, with a copy to the Employee Relations Coordinator and the Director of Operations. The Director of Operations will coordinate the Managerial Review process.

As soon as possible after receipt of the grievance, a managerial review will take place. The Managerial Review Team may include the Supervisor who initially handled the grievance, the Manager/Director of the department and the Director of Operations. Additional information and facts will be gathered as deemed necessary.

Within 21 days of the date of receipt of the grievance, the Managerial Review Team will respond to the grievance to be resolved, or provide an explanation why the grievance is declined.

Step 3

In the event the person(s) did receive a response at Step 2 and did not consider the problem to be resolved, they may within 21 days of receiving the response, progress the grievance to an Appeal.

To initiate the Appeal process, the person(s) will resubmit all of the information provided to the managers at Step 2 including the Managerial Review Team's response, and in addition, provide a brief explanation of why they are still not satisfied with the response at Step 2.

The request for an Appeal will be sent directly to the Employee Relations Coordinator.

1. Appeal Procedure

Appeals will only be considered after the person(s) (Appellant) has gone through each of the prescribed steps of the Grievance Procedure.

Appeals will be limited to matters relating to terms and conditions of employment as per the WUIR Personnel Policy (e.g. performance appraisals, discipline, salary changes etc.).

Under the guidance of the Director of Operations, the Employee Relations Coordinator will arrange to organize an Appeal Panel which will consist of:

- The appellant or someone the appellant chooses to appoint as his/her delegate.
- The respondent (WUIR) or someone the respondent chooses to appoint as a delegate.
- The selected panel member for the Appellant and the Respondent will collaborate and choose a third panel member that is mutually acceptable. In the event the two parties are unable or unwilling to agree to a third party, one will be appointed by the Director of Operations.

If a conflict of interest arises or is identified, the person so affected shall withdraw from the Appeal Panel. This will include, but not limited to persons related to the Appellant such as his/her spouse, common law spouse or partner (of greater than one year duration in the same household), father, mother, brother sister, uncle, aunt, nephew, niece, stepson, stepdaughter, grandparents, grandchildren or persons residing in the same household.

In matters relating to dismissal and demotion, employees will be entitled to challenge on the basis of whether or not the application of due diligence was observed by the department in rendering their decision. In this case, the primary role of the Appeal Panel will be to review the process employed by the department to ensure the employee(s) rights were observed and that due diligence was used in arriving at the decision. This may include determining if appropriate remedial steps were considered and/or taken before the final decision was made.

The Appeal Panel will convene to discuss the Appeal within 10 business days after the panel is established. Insofar as practicable, a decision should be rendered within the next 30 business days after the first meeting occurs.

The decision arrived at by the Appeal Panel will be considered final and binding.

The Appeal Panel will be responsible for providing their findings and recommendations to the Director of Operations who will provide the necessary assistance to enact their recommendations, including providing an appropriate response to the Appellant.

Section: Recruitment and Management	Policy Number: B-3.2
Sub-section: Employee Relations	Effective Date: March 20, 2015
Subject: Employee Feedback	Revision Date: July 2010
Page: 4	

Employee Feedback

Purpose:

To foster the continued growth and success of the WUIR Band Administration through employee feedback.

Policy:

1. WUIR recognizes that employees are often in the best position to identify inefficiencies and areas for improvement.
2. Employees who have ideas for improvement shall provide constructive feedback to their Supervisor or Program Manager with recommendations or alternatives to enhance services and/or cost efficiency, and if possible with the identification of available resources to realize those improvements. This must be provided in writing and signed by the employee. Refer to Quality Assurance logbook forms, Customer Feedback and/or Continuous Improvement Forms.
3. Although there may be reasons why WUIR may be unable to implement employee submission(s), employee(s) can be assured that serious consideration will be given to their feedback. A response shall be provided in writing outlining the reasons explaining the rationale for decisions.

Section: Recruitment and Management	Policy Number: B-4.1
Sub-section: Human Rights	Effective Date: March 20, 2015
Subject: Harassment in the Workplace	Revision Date: Sept 17, 2013
Pages: 1 – 5	

Harassment in the Workplace

Purpose:

Harassment undermines our values of mutual respect, tolerance and goodwill. For this reason, it is WUIR’s goal to create a workplace that is free from harassment and discrimination.

Policy:

This policy applies to all employees at all work sites. This includes any location in which you are engaged in work-related activities. This includes, but is not limited to, restaurants, hotels and meeting facilities that are being used for business purposes or social events, such as holiday or retirement parties, and First Nation-owned and First Nation-leased facilities or vehicles and the parking lot.

Work place harassment is defined as “engaging in a course of vexatious comment or conduct against a worker in a work place that is known or ought reasonably to be known to be unwelcome.”

Harassment can exist in many forms. Sexual Harassment is one of the most prevalent, but a form of General Harassment can also occur for other reasons. Any form of harassment is not acceptable. To clarify the different types of harassment, we have attempted to define them as follows:

Sexual Harassment

Sexual harassment occurs when a fellow employee, whether they are a superior, subordinate or a peer, makes unwanted sexual advances, suggestions or innuendoes of a sexual nature. Often these advances can range from straightforward sexual comments to inferences that have a double meaning even though they may seem innocent on the surface.

Sexual harassment includes comments and/or conduct of a sexual nature that you do not welcome and find offensive. It can include comments that are negative or inappropriate, which may not be necessarily directed at you for sexual reasons but may be directed at you simply because of your gender.

Both men and women can be victims of sexual harassment and it can come from someone of the same or of the opposite sex.

Some examples of behaviours that constitute sexual harassment include:

- sexual advances or demands that you do not welcome or want
- any gossip and negative remarks about individuals also constitute harassment and can be construed as slander. There exists the potential for civil liability if one of the parties alleges slander.
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour
- leering or inappropriate gestures
- displaying sexually offensive material, such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic web sites or other electronic material
- distributing sexually explicit e-mail messages or attachments such as pictures or video files
- sexually suggestive or obscene comments or gestures
- unwelcome remarks, jokes, innuendos, propositions or taunting about your body, clothing, or sex
- persistent, unwanted attention after a consensual relationship ends
- physical contact of a sexual nature, such as touching or caressing
- sexual assault

General Harassment

General harassment includes comments, conduct and unwanted treatment from fellow employees whether they are superiors, subordinates or peers. General harassment can be based on some of the rights that are protected by Human Rights legislation such as:

- race, colour, ethnic origin
- creed, religion
- age
- sexual orientation
- family, marital or same-sex partnership status
- handicap or perceived handicap
- ancestry, citizenship, national origin or place of origin

In addition, General Harassment may be the result of “bullying” which may be manifested in a variety of ways with a variety of reasons.

After a formal investigation, if it is determined that this type of General Harassment has taken place, it will be dealt with in the same disciplinary manner as Sexual Harassment. Some examples of behaviours that constitute General Harassment include:

- offensive comments, jokes or behaviour that disparage or ridicule a person’s membership in one of the protected grounds, such as race or religion
- imitating a person’s accent, speech or mannerisms
- persistent or inappropriate questions about whether a person is pregnant, has children, or plans to have children
- inappropriate comments or jokes about an individual’s age, sexual orientation, personal appearance, or weight (whether underweight or overweight)

The test of whether harassment has taken place is whether the harasser knew or ought to have known that the comments or conduct were unwelcome.

Poisoned Work Environment

Harassing comments and/or conduct can poison the work environment of any organization. This can happen even if no specific individual is being targeted. The outcome is still the same because these comments and behaviours can make some or all departments of an organization an uncomfortable place to work. These types of comments and behaviours, which poison the work environment, are also considered harassment.

Some examples of actions that can create a poisoned work environment include:

- Displaying offensive, discriminatory materials such as posters, pictures, calendars, websites, screen savers, and so forth.
- Any gossip or negative remarks about individuals also constitute harassment and may also be construed as slander. There exists the potential for civil liability if one of the parties alleges slander.
- Distributing offensive or discriminatory e-mail messages and/or attachments such as pictures and video files.
- Practical jokes which embarrass or insult someone, or
- Jokes or insults, which are offensive, racist or sexual in nature.

Preventing Harassment

It is the combined responsibility of staff and management to ensure that a harassment-free workplace is created and maintained.

WUIR will do its part in this mutual obligation by monitoring the work place and not tolerating or condoning sexual or general harassment. Every effort will be made to ensure that there are not poisoned work environments. This includes making everyone aware of what behaviour is, and is not, appropriate.

The Harassment Policy will be posted in a prominent location(s) so that all staff will have easy access to it. Harassment awareness sessions will be coordinated occasionally and new employees will have this included as part of their orientation sessions.

Each employee must do his/her part by fostering a positive work environment and ensuring that their behaviour does not violate this policy.

Management will ensure that complaints are investigated promptly and that suitable corrective and preventative measures are put in place.

Complaint Procedure

Regardless of the type of harassment; the procedures to rectify the concerns are the same.

Step 1 – Informal

Often, the person(s) who is/are responsible for the complaint are not even aware that they are creating a situation that is uncomfortable for a fellow employee. For this reason, the first step is to make sure the person or person(s) is/are aware that this treatment is unwanted and asks them to stop. You should do this as soon as you receive the first unwelcome comment or conduct. If you don't say anything, your silence may indicate that you are condoning the unwanted behaviour. Often, all it takes to stop unwanted comments and behaviours is to inform the individual(s) that it is a concern.

Some things you can say that might help stop these behaviours include:

- “I don't want you to do that.”
- “Please stop doing or saying . . . ”
- “It makes me uncomfortable when you . . . ”
- “I don't find it funny when you . . . ”

Step 2 – Formal

Once an employee(s) has made a clear effort to stop an alleged violation of harassment through the informal process, a complaint; be it of a sexual nature or general harassment can be progressed to a formal level for further investigation. Depending on the situation and the individuals involved, the following are the preferred ways of dealing with potential cases of harassment.

- The individual(s) involved should be prepared to submit a formal complaint with as much detailed information as possible (dates, times, people involved, witnesses, etc.) regarding the alleged harassment. A copy of the “Harassment Complaint” Form is included in the Appendix for this purpose)
- The written complaint can be progressed through the individual's immediate supervisor, or if the complainant would prefer to, it can be submitted immediately to the Employee Relations Coordinator. In either case, the immediate supervisor or the Employee Relations Coordinator will meet with the employee, discuss the concern and ensure that the informal process has been fully utilized before exploring other options. If the immediate supervisor or manager does not feel comfortable with handling the complaint, it can be forwarded immediately to the Employee Relations Coordinator for handling.
- In all cases, the Employee Relations Coordinator must be provided with copies of any Complaint of Harassment that is received in writing. Each case must be followed up by the Personnel Office even if the situation seems to have been resolved by the supervisor or manager's intervention.

Harassment is a serious matter. In some cases, even if an employee is unwilling to make a formal complaint, WUIR may still need to intercede in matters and take steps to prevent or stop real or potential violations. This is especially true if the allegations are serious or if there have been previous incidents involving the alleged harasser.

Step 3 – Investigation

Once a formal complaint of harassment has been received, it will be treated with the utmost respect and decisive action. At the same time, WUIR will respect and observe each individual's right to privacy and confidentiality. This includes the rights of a person accused of harassment. WUIR recognizes the sensitive nature of harassment complaints. For this reason, investigations will be conducted with discretion to respect and preserve the dignity of all concerned until the facts are clearly established.

The investigation will commence as quickly as possible. WUIR may choose to use an internal or external investigator depending on the nature of the complaint.

As part of the investigation process, anyone who has been accused of harassment will be provided with copies of statements and any other evidence against them so that they may have an opportunity to respond to the allegations. The accused will also have an opportunity to speak with any witnesses as well as review any other related documentation/correspondence that may be directly linked to the complaint.

WUIR will not tolerate interference from any staff members in any way during the investigation process. This includes any attempt at retaliation, taunts or threats against the accuser, or the accused. Any person who attempts to interfere with the investigation process in any way will be subject to discipline, including suspension or termination.

The WUIR will strive towards a goal of resolving any harassment complaint within 30 business days of the date it is received in writing from the complainant.

Step 4 – Corrective Action

Any employee that is found to be guilty, within some degree of certainty, will be subject to disciplinary action. The degree and severity of discipline will depend on the degree and severity of the complaint. In some cases that are deemed quite severe, this may include dismissal (with cause).

Because WUIR takes this matter so seriously, it is our goal to protect all potential victims. As an accuser, if an employee makes a complaint in good faith, without malice; he or she can rest assured that there will be a fair and thorough investigative process with whatever remedial action is necessary.

On the other hand, WUIR will ensure that the rights of the innocent are protected as well. Through the process of investigation, if anyone is found to have fabricated evidence and attempted to use this process for malicious or defamatory purposes, he/she will be subject to the same form of discipline, including the possibility of dismissal (with cause).

Harassment from Individuals who are not WUIR employees

As a WUIR employee, you should not be subjected to any form of harassment by anyone. If you believe someone who is not an employee, e.g. a Band member, customer, supplier, etc. has harassed you, please report the incident to your supervisor or the Employee Relations Coordinator. Although we have limited control over external parties (i.e. non-employees), we will do our best to address the issue and prevent further problems from arising).

Section: Recruitment and Management	Policy Number: B-4.2
Sub-section: Human Rights	Effective Date: March 20, 2015
Subject: Accommodating Special Needs	Revision Date: July 2010
Pages: 6 & 7	

Accommodating Special Needs

Purpose:

We recognize that there may be times when employees will have special needs that require accommodation. This policy provides guidelines on how accommodation requests will be handled

Policy:

1. To ensure equality of opportunity for all employees, Wikwemikong Unceded Indian Reserve (WUIR) will work with an employee in addressing accommodation issues/needs.
2. While these needs will vary depending on the circumstances, some of the measures which may be offered include:
 - a) the availability of services available in Wikwemikong including Rainbow Lodge, the Health Centre, and Mental Wellness;
 - b) Personal days;
 - c) Alternative work arrangements such as flextime, compressed work weeks;
 - d) Accommodating special needs arrangements for employees as required with availability of resources;
 - e) Accommodating employees in crisis and emergency situations as it applies to individual and family related matters; and,
 - f) Accommodating persons with disabilities in a manner that respects their dignity and helps maximize their contribution to WUIR.
3. There may be times when written information regarding accommodation needs will be required, particularly regarding any personal restrictions or limitations.
4. Employees are required to take ownership of the situation and are responsible for developing their accommodation needs in consultation with available resources and to work with the manager to explore possible solutions.

5. There may be times when an expert opinion will be needed to assess individual accommodation requirements, such as an independent medical examination.
6. The Director of Operations will determine the most appropriate method of accommodation taking into account the needs of the employee(s) concerned and balancing those needs with the effect it may have on all other employees as well as the organization (WUIR). Every effort will be made to accommodate the employee providing that it does not create undue hardship to the organization”.
7. Once an accommodation plan has been implemented, WUIR expects the employee to meet any agreed upon performance and job standards.
8. WUIR expects the employee to continue to work with management on an ongoing basis to evaluate the accommodation plan and determine whether it is still required.

Section: Recruitment and Management	Policy Number: B-4.3
Sub-section: Human Rights	Effective Date: March 20, 2015
Subject: Re: Abusive Clients	Revision Date: Sept 17, 2013
Pages: 8 & 9	

Employment Protection Re: Abusive Situations

Purpose:

To provide employees with the procedures to ensure protection from individuals who are not WUIR employees.

This policy will confront those individuals who threaten, harass, or in any way make WUIR employee(s) feel distressful while doing their job.

Why does WUIR need an Abusive Client Policy?

Individuals or clients (which include band members) in the past at times have been under the influence of alcohol or drugs, and have made the employees feel very fearful for their safety and the safety of their families.

This policy is needed to ensure that all WUIR employees and staff can work in a safe, non-threatening, harassment-free environment.

Policy

A three-step policy will be implemented to ensure that progressive disciplinary action will be taken against the individual who creates an abusive situation.

Step One:

Verbal warning will be given to the individual or individuals who cause an abusive situation.

When a WUIR or associated employee feels physically, emotionally or psychologically threatened by an individual or client, they will immediately advise their Program Manager. It will be the duty of the Program Manager to ensure that an incident report (Form HR-007A) is completed as soon as possible. The report will include name and address of the individual (if known), time and date of the occurrence, the nature of the occurrence and if the client was believed to be under the influence of alcohol or drugs. Note: some medical conditions can cause the person to demonstrate behaviors that would make the person appear to be under the influence of drugs or alcohol. If in doubt seeks assistance from a coworker.

The Program Manager will within two (2) business days contact the individual to make them aware that their aggressive behaviour will not be tolerated. The Program Manager will make the individual aware of this policy and make a copy available to them if they so desire. The Program Manager will also tell the abuser that this is the first step of the policy and any further threatening action by the abuser may require the involvement of the police or an escort must accompany the abuser when they want to attend a WUIR program office.

The first step notice will be filed and kept by the Program Manager for a period of two (2) years. A copy will be forwarded to the Wikwemikong Tribal Police.

Step Two:

Written notice – Escort Required.

If a second incident of abuse by the same individual or client is reported within two (2) years of the first report, Step Two will be initiated. Step Two will require that the Program Manager complete a detailed incident report. The time and date of the last report on this client will be noted on the second report. A photocopy of the Step One report will be attached. Wikwemikong Tribal Police will receive a copy of the complete file and will be briefed by the Program Manager if required.

The abusive person will be notified in writing by the Program Manager that he/she will not be allowed to attend that particular WUIR program. The Program Manager will file the Step Two report on this client. The second report will be forwarded to the Wikwemikong Tribal Police to be filed. If the abusive person fails to follow this procedure, the matter will be referred to the Tribal Police and a charge of trespass will be sought.

Step Three:

If the abusive person attends the band office or other band-associated office without first arranging with the police for an escort, a charge of Trespass will be sought and the abuser will be prosecuted.

Important Notes:

This policy does not in any way prevent a victim employee from contacting the police if a threat or an assault should occur from this situation.

It is important that all copies of Step One and Step Two reports are forwarded to the police. This is important in case an abuser has threatened other WUIR band employees in other program areas. The police will be able to track and advise Program Managers accordingly.

Section: Recruitment and Management	Policy Number: B-5.1
Sub-section: Correction, Discipline and Termination	Effective Date: March 20, 2015
Subject: Employee Correction and Discipline	Revision Date: November 2, 2012
Page: 1 - 3	

Employee Correction and Discipline

Purpose:

To establish a system to prevent workplace problems, correct employee behaviour, and bring it within acceptable workplace standards. If the behaviour of the employee is more serious, the employer reserves the right to address the behaviour of the employee as a termination pursuant to B 6.1.

The purpose of corrective and disciplinary action is to correct problem situations, provide an atmosphere in which the employee can learn from past mistakes, and minimize any loss of dignity and self-esteem.

WUIR does not take action with the intent to punish. However, as an employer, there is a need to deal with problems caused by the performance of an employee. Applying progressive discipline means:

- acting early before the poor work becomes a habit;
- be fair by clarifying the job expectations with the employee;
- improve the employee's performance by providing appropriate direction;
- try to solve the problem before it gets to the termination stage.

Policy:

1. Employees who are not fulfilling their duties as outlined in their job description (incompetence), or who fail to observe the rules and regulations as outlined in this policy (misconduct) shall be subject to corrective action. If the corrective action is not followed, it will then lead to disciplinary action which can lead to termination from their position with WUIR.
2. The corrective and disciplinary procedures that shall be taken is as follows. The supervisor is required to document each level of discipline.

2.1 Incompetence: Employee lacks the skills or ability to do the job:

1. Communicate clearly the job expectations to the employee;
2. Bring unacceptable work to the employee's attention promptly;
3. Provide reasonable supervision, training and instruction;
4. Give reasonable warning that failure to meet these expectations could result in dismissal;
5. The final step, if no improvement is demonstrated, dismiss the employee.

2.2 Misconduct: Employee fails to abide by WUIR policy:

1. Collect all relevant facts surrounding the misconduct and hear the employee's side;
 2. Give a verbal warning;
 3. Give a written warning;
 4. Suspend the employee;
 5. As a final step, dismiss the employee.
3. The type of correction or discipline imposed will depend on the nature of the problem and the employee's corrective record. A level one verbal warning is for minor offences. Level two and three are for more serious offences or for repeat offences of a minor nature. A matter deemed serious may proceed directly to a higher level of discipline or to termination (see Section B 5.2, s 4)
4. Supervisors are to use the following HR forms in documenting the level of discipline used. All corrective notices will remain on file for a year, and if longer to be identified in the correction notice.
- Verbal advisory (HRCO-002);
 - Warning notices (HRCO-003, 004, 005 depending on the nature of the offence);
 - Suspension without pay (HRCO-005);
 - Termination (letter)
5. The following are a list of infractions and the resulting actions of correction and discipline:

a. Reporting to work under the influence of alcohol or drugs or drinking alcohol or carrying/ingesting illegal drugs during work on WUIR premises will result in:

1st Offence	2nd Offence	3rd Offence
Written warning and one day suspension without pay	Suspension, issue final warning. Employee must submit an Employee Improvement Plan approved by Supervisor.	Dismissal.

b Falsifying time sheets, driver's licenses and class ratings, and other employment records or purchase orders/requisition forms.

1st Offence	2nd Offence	3rd Offence
Written warning and one day suspension without pay	Dismissal	

c Insubordination, unwillingness to perform duties as specified in the job description, or duties as directed by your immediate supervisor and/or the Director of Operations.

1st Offence	2nd Offence	3rd Offence
Written warning	Second written warning and one-day suspension without pay	Dismissal

d Threatening, intimidating, or coercing fellow employees; including provoking, instigating, or fighting during work hours, carelessness affecting safety of employees, or other persons.

1st Offence	2nd Offence	3rd Offence
Written warning	Second written warning and one-day suspension without pay	Dismissal

e Making false, vicious, or malicious statements about any employee of the Wikwemikong Band, including breach of confidentiality.

1st Offence	2nd Offence	3rd Offence
Written warning	Second written warning and one-day suspension without pay	Dismissal

f Leaving place of work during work hours for personal reasons without proper notification or authorization.

1st Offence	2nd Offence	3rd Offence
Written warning	Second written warning and one-day suspension without pay	Dismissal

g Being absent from work without authorization.

1st Offence	2nd Offence	3rd Offence
Written warning	Second written warning and one-day suspension without pay	Dismissal

h Employee who has been absent from work for two (2) consecutive days without authorization.

1st Offence	2nd Offence	3rd Offence
Written warning, and leave without pay for the two days absent.	Second written warning, and suspension without pay for one week, inclusive of the two days without pay	Dismissal

i Tardiness, continuously late for work

1st Offence	2nd Offence	3rd Offence
Written warning	Second written warning and one-day suspension without pay	Dismissal

j Charged with a committing an offence that is contrary to the position

1st Offence	2nd Offence	3rd Offence
suspension with pay until proven guilty which then results in dismissal		

5. The employee may be terminated if repeated efforts to correct unacceptable conduct fail or the offence is of a serious nature.
6. With proper documentation, an employee may be suspended without pay by their immediate supervisor for any work-related infraction.
7. Notices of all suspensions shall be reported to the Director of Operations within forty-eight (48) hours of being issued. The notice shall include the written justification for the action taken.
8. In the case of a suspension, the employee has the right to the grievance procedure as established in Policy B-3.1, Dispute Resolution Procedures.
9. No employee shall exceed three (3) first offences of the same infraction within a three-year period. Disciplinary letters will remain in the employee's personnel file for a minimum of one year or longer if specified in the letter.
10. A supervisor may utilize first, second and third infractions from different offences/infractions to discipline employees. This will ensure progressive discipline.

Section: Recruitment and Management	Policy Number: B-6.1
Sub-section: Ending the Employment Relationship	Effective Date: March 20, 2015
Subject: Termination	Revision Date: Sept 17, 2013
Page: 1	

Termination

Purpose:

This policy outlines the considerations applicable to employment termination.

Policy:

1. If legal cause for termination of employment is not found, then the employee will be provided a fair and appropriate severance package.
2. An employee may be terminated for just cause without notice or payment in lieu of notice (depending on the severity of the infraction).

Just cause includes but is not limited to:

- a) Failing to abide by WUIR's Personnel policies;
- b) Unacceptable performance standards;
- c) Dishonesty, theft, fraud or misappropriation of WUIR property;
- d) Intentional destruction, improper use or abuse of WUIR property;
- e) Falsifying records;
- f) Assaulting or endangering others;
- g) Obscene conduct at the work place or during work-related functions;
- h) Harassment of co-workers, supervisors, managers, suppliers or clients of WUIR;
- i) Insubordination
- j) Intoxication or impairment in the workplace;
- k) Repeated, unwarranted lateness, absenteeism or failure to report for work;
- l) Found guilty of severe criminal charges contrary to the position held.

3. An employee to be terminated that has been employed three months or less will receive a 5 day notice. Anything more than three months and up to two years, those employees will receive a two week notice. After 3 years, 3 weeks, 1 additional week for each additional year up to the 8th year as per the Labour Code of Canada.
4. All terminations must be reported to the Director of Operations within forty-eight (48) hours giving written justification for the action taken.
5. Employees have the right to an appeal board as established by Section B-3.1 Dispute Resolution Procedure.
6. An employee terminated shall, within 30 days, receive only the current pay owing to them less any standard statutory deductions.
7. Upon notice of termination of employment, the employee must return all WUIR property in suitable condition. Any confidential or proprietary WUIR information or property cannot be retained, reproduced or used as of the date of termination.
8. The terminated employee must submit their computer passwords immediately before the end of the last day of work and the system administrator must disable the passwords.
9. Any severance package to be issued will be determined by the immediate supervisor in consultation with the Employee Relations Coordinator, Finance Administration and Department Management. Managers are reminded of the following section of the Canada Labour Code:

Section 235(1) An employer who terminates the employment of an employee who has completed twelve consecutive months of continuous employment by the employer shall, except where the termination is by way of dismissal for just cause, pay to the employee **the greater of**

(a) two days wages at the employee's regular rate of wages for his regular hours of work in respect of each completed year of employment that is within the term of the employee's continuous employment by the employer, and

(b) five days wages at the employee's regular rate of wages for his regular hours of work.

Section: Recruitment and Management	Policy Number: B-6.2
Sub-section: Ending the Employment Relationship	Effective Date: March 20, 2015
Subject: Resignation	Revision Date: Sept 17, 2013
Page: 3	

Resignation

Purpose:

To establish the WUIR's resignation policy.

Policy:

1. If not stated in the employee's contract, employees are requested to give a minimum of two (2) weeks written notice of resignation. For senior or difficult to fill positions, we require four (4) weeks' notice.
2. If an employee resigns with vacation benefits owing to them, they will receive payment for such benefits subject to standard deductions.
3. Employees that resign with sick leave credits are reminded that sick leave credits do not have a cash value and are part of WUIR's fringe benefits plan.
4. Employees that resign are not entitled to severance pay.
5. Supervisors are encouraged to carry out an Exit Interview with the employee before their last day.

Section: Recruitment and Management	Policy Number: B-6.3
Sub-section: Ending the Employment Relationship	Effective Date: March 20, 2015
Subject: Lay-Offs, Reorganization and Redundancies	Revision Date: Sept 17, 2013
Page: 4	

Lay-Offs, Reorganization and Redundancies

Purpose:

To establish WUIR's lay-off, reorganization and redundancy policy.

Policy:

1. All employees, except temporary employees, who are to be laid off, shall be given at least two (2) weeks' notice in writing before the lay-off, unless otherwise required by law.
2. Temporary/Contract employees working less than three months shall be given at least five (5) days' notice in writing prior to the lay-off. Employees employed more than three (3) months shall be given a minimum of (2) week's written notice for notice of lay-off.
3. Layoffs will occur in reverse order of hiring within that department or sub-section of that department. No supervisors/managers will be exempt under this clause from the layoffs in reverse order of hiring if there is only one supervisor/manager in the affected unit/department/project.
4. During reorganization, job descriptions may be revised and some positions may be deemed redundant and result in termination of employment. In this case, employees will be given notice in accordance with the termination of employment provisions of this policy.
5. As per the Canada Labour Code, all employees laid off for less than 3 months (13 weeks), the layoff is considered a temporary layoff and not considered a break in service. The years of service continue to accumulate when the employee is called back unless the layoff is more than 3 months.

Section: Recruitment and Management	Policy Number: B-6.4
Sub-section: Ending the Employment Relationship	Effective Date: March 20, 2015
Subject: Providing References	Revision Date: Sept 17, 2013
Page: 5	

Providing References

Purpose:

To outline the conditions by which references may be given on behalf of past employees of WUIR.

Policy:

1. References for past or present employees will be given attesting to period of employment and the nature of their role in organization. Any additional comments will only be provided with the express written permission of the employee in question.
2. Refer to Authorization to Release Personal Information form # HROF-001.

Section: Terms and Rules of Employment	Policy Number: C- 1.1
Sub-section: Scheduling	Effective Date: March 20, 2015
Subject: Hours of Work	Revision Date: Sept 9 2013
Page: 1	

Hours of Work

Purpose:

In reference to the regular working hours for employees.

Policy:

1. Employees are required to attend work during defined business hours which are 8:00 am to 12:00 pm and 12:30 pm to 4 pm with ½ hour for lunch and two fifteen minute paid breaks, one in the morning and one in the afternoon. The break time cannot be used for any other purpose. Any variance from this will be stipulated in the employee’s Employment Contract Letter under “**Days and Hours of Work**”.
2. Work hours are subject to change for certain programs to accommodate service delivery requirements. Employees will receive notice from their manager on any exceptions to the regular working hours.

Section: Terms and Rules of Employment	Policy Number: C-1.2
Sub-section: Scheduling	Effective Date: March 20, 2015
Subject: Alternative Work Arrangement	Revision Date: Sept 20,2013
Page: 2	

Alternative Work Arrangement

Purpose:

1. To allow managers the flexibility to meet commitments (e.g., attend meetings, travel, committee responsibilities), and other obligations that occur beyond normal business hours or normal business location
2. To allow an employee, upon approval from the immediate supervisor, the flexibility to select the work schedule or location which addresses the timelines and environment necessary to complete deadline-related tasks.

Policy:

1. All requests under this section must receive prior approval from the immediate supervisor.
2. When employees are given the option to work elsewhere other than their normal place of work, managers are reminded not to assign work to employees they are normally not accustomed to doing to prevent injury and possibly create a liability to the organization. (i.e., Friday at the Pow wow- moving or lifting heavy objects)

Section: Terms and Rules of Employment	Policy Number: C-1.3
Sub-section: Scheduling	Effective Date: March 20, 2015
Subject: Overtime	Revision Date: Sept 20,2013
Page: 3-5	

Overtime

Purpose:

To outline the conditions under which employees may be required to and be compensated for working overtime.

Policy:

1. Definition of Overtime

Overtime is defined as work beyond the 8 hour day or 40 hour week and shall be calculated at time and one half unless the hours are part of an official modified work arrangement agreed to in advance of the hours worked. Modified work schedules shall not exceed the 40 hour work week.

Employees may feel the need to work extra works to complete certain tasks which may require working overtime. When this need comes up, the employee must make this request to their immediate supervisor by submitting the Overtime Request Form HRNE-007.

3. Who Qualifies for Overtime

As per Section 167.2 (a) of the Canada Labour Code, Division I which covers overtime (hours of work), overtime payment at 1.5 does not apply to or in respect of employees who (a) are managers or superintendents or exercise management functions. Managers will receive overtime at straight time. Employees will be compensated for overtime at time and half.

4. Earning Overtime

Employees will be granted overtime on the condition they have worked more than eight (8) hours per day **or** 40 hours per week and will be compensated according to Section 3 of this policy.

Overtime does not start at 4:00 pm. It starts after you have actually worked 8 hours in the day or 40 hours that week. Employees working on a 7.5 hour day will earn straight time on the last ½ hour. If you are on Leave (of any type) and come to work in the evening, this is NOT overtime until you work more than 8 hours.

If you are on Leave 4 hours in the morning **or** in the afternoon, and work 4 hours to complete the day, but are then called in to work in the evening, you cannot claim those hours as overtime. You must work 4 more hours to complete the 8 hour work day and then anything beyond that will be overtime.

Only travel time that is workplace related shall be considered for hours worked. The final destination for authorized travel must be beyond the 120 mile or 192 kilometer radius of Wikwemikong Village. Travel time beyond the 8 hours per day or 40 hours per week shall be recorded as overtime at time and half. Staff that are passengers do not qualify for overtime.

5. Maximum Accumulated Overtime

No Employee will be permitted to accumulate more than one week's worth of work hours in overtime at any time. If you work 37.5 hours in a week, that is the most overtime hours you can accumulate at any one time. Before anymore OT can be permitted, you must use up the OT racked up.

6. Calculating Overtime

If the total daily overtime accumulated differs from the total weekly overtime hours, the greater of the two amounts will be used to calculate the overtime earned.

The example to this is: if an employee works 10 hours on Monday, Tuesday, and Wednesday, and the regular 7.5 hours on Thursday and Friday, on a daily basis, that is 6 hours of overtime (2 hours each day for 3 days).

On a weekly basis, the employee has worked 45 hours which equals 5 hours of overtime. The employee will be compensated for 6 hours at time and half equaling 9 hours.

7. Overtime Compensation

As a result of, and in recognition of the insufficient resources received through the fiduciary responsibilities of the federal government for most band administration programs, it is the preference of the Wikwemikong Band Administration that compensation for overtime will be as follows:

- a) All Public Works Department employees are paid for overtime at time and half after 44 hours each week to avoid manpower shortages at critical times (e.g., winter and spring road maintenance issues, and for capital construction projects wherein target deadlines are required to be met to ensure that the next stage of construction starts on time).
- b) All other employees will be given time off at time and half in lieu of pay.

8. Using Overtime

- a) Employees that accumulate overtime hours must take the corresponding time off in lieu of pay. The employee must fill in an Application for Leave request and received prior approval (Application for Leave Form PR 0004) from their immediate supervisor before taking leave(see Application for Leave Guidelines HRNE-006);

- b) Employees are encouraged to take accumulated overtime leave within 30 regular working days of earning the overtime credits unless an employee has made previous arrangements with their supervisor.
- c) An employee may not take more than three consecutive overtime days off in a given work week.

Section: Terms and Rules of Employment	Policy Number: C-1.4
Sub-section: Scheduling	Effective Date: March 20, 2015
Subject: Statutory Holidays	Revision Date: Sept 20,2013
Page: 6-3	

Holidays

Purpose:

To outline the days on which employees are entitled to paid holidays.

Policy:

1. In support of the dedication and hard work of WUIR employees and that Christmas is a time to be shared with family and friends, staff is granted time off during the week of Christmas to spend time with their families. The band office will close at 1:00 pm on December 23 and shall reopen on January 4 or the next business day. If the 23th falls on a weekend, the Band Office will close on the Friday preceding.
2. For departments that may be considered providing essential services, those managers are responsible for making the necessary arrangements to have that service, if needed, available during the Christmas break.
3. The following Statutory Holidays are recognized by WUIR.:

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

Note: Aboriginal Solidarity Day is not statutory holiday. Employees required to work that day will be given a 30 day notice and will receive another day as a holiday the day to be discussed with their supervisor and taken within 30 days.

4. Employees are not entitled to be paid for a general holiday during the first 30 days after the date they are hired. Employees who work in "continuous operations" are not entitled to

holiday pay if they do not report for work on a general holiday when requested to do so, or if they make themselves unavailable for work on a general holiday. Employees must also be entitled to wages for at least 15 days during the 30 calendar days preceding the holiday in order to be eligible for holiday pay. Employees on a modified work schedule must establish eligibility according to the number of days specified in the mutually agreed upon work schedule.

5. In support of Wikwemikong’s Cultural days held on the Civic Holiday weekend, the band office will close at 1 pm on the Friday preceding the holiday weekend. Employees will receive a full day’s pay.
6. As per Band Council motion 576-2012, “staff is granted time off and the band office will close on December 23 at 4:00 pm and will reopen 8:00 am on January 4. That the 2012-2018 Holiday Season calendar is in effect and be inserted in the Personnel Policy”. The following table depicts the 2015-2018 Holidays:

Year	December								January								
	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
2015	17	18	19	20	21	22	23	Close	29	30	31	1	2	3	4	5	Open
2016	Close	23	24	25	26	27	28	29	3	Open	5	6	7	8	9	10	11
2017	21	Close	23	24	25	26	27	28	2	3	Open	5	6	7	8	9	10
2018	20	21	22	23	Close	25	26	27	1	2	3	Open	5	6	7	8	9

7. If any of the holidays fall on a Saturday or Sunday, the following working day(s) shall be observed as a holiday. If the following working day is already a holiday, then it will be the preceding Friday. Example, December 24, 2016 falls on a Saturday and the following Monday is already a holiday, so that holiday will be observed on Friday December 23.
8. Any employee, that is not a manager, working on a statutory holiday will receive regular pay plus time and half regardless of the number of hours normally worked that day or week. I.e., if an employee works 6 hours each day normally and has to work on a holiday, they get 6 hours regular pay plus 9 hours holiday pay (1.5 times hourly rate). Managers get straight time.
9. Employees that work varying number of hours each day will have their holiday pay calculated as an average determined by adding up their hours worked in the last 20 days and dividing that total by 20.
10. If an employee works for a continuous operation service (24/7) such as Public Works, they can agree in writing to work on a public holiday and will be paid either:
 - Regular pay and a substitute day off, or
 - Public holiday pay plus premium rate of pay (1 & 1 ½ day) totaling 2.5 days of pay.

A substitute day must be scheduled no later than three months after the public holiday for which it was earned, or if the employee agrees in writing, up to 12 months after the public holiday.

Section: Terms and Rules of Employment	Policy Number: C-1.5
Sub-section: Scheduling	Effective Date: March 20, 2015
Subject: Call Out	Revision Date: Sept 20,2013
Page: 8	

Call Out

Purpose:

The employer recognizes that there may be times when employees will be called in to work after hours. This policy provides guidelines on how the employer will handle call out situations.

Policy:

1. The definition of a Call Out is when an employee must answer a call to the job site occurring outside of normal scheduled working hours unpredictable in nature and not part of the regular tasks listed in their job description but require immediate attention.
2. As per Section 167.2 (a) of the Canada Labour Code, Division I which covers hours of work, Call Out does not apply to or in respect of employees who (a) are managers or superintendents or exercise management functions.
3. Any employee answering to a second Call Out cannot claim it if it is in the same 3 hour period covering the first Call Out.
4. When the situation can be handled at home with for example a phone call, it is not considered a Call Out. A Call Out requires the employee to leave their home and go to the job site.
5. As per the Labour Code, the employer shall pay an employee who reports for work at the call of the employer, wages for not less than three (3) hours of work at the employee's regular rate of wages whether or not the employee is asked to do any work after so reporting.
6. Employees that are called in on a week day that normally work 7.5 hours daily must claim the first half hour as straight time. The remaining 2.5 hours will be considered overtime. Employees working 8 hour days may claim 3 hours of overtime at time and half (see Section C 1.3 - Overtime). If the call is on a weekend, overtime at time and half starts after 40 hours of actual work.

Section: Terms and Rules of Employment	Policy Number: C-2.1
Sub-section: Attendance Policy	Effective Date: March 20, 2015
Subject: Attendance and Punctuality	Revision Date: February 14, 2014
Page: 1	

Attendance and Punctuality

Purpose:

To maintain a productive work environment by ensuring employees are punctual and reliable in their attendance.

Policy:

1. The employer expects all employees to be at work on time every day. The employee is expected to be at their workstation or work area ready to work at 8:00 am or as per their contract.
2. Any employee that is going to be late more than 10 minutes must make sure the front office is aware of when they will be in. Habitual lateness (more than 2 per week or 5 per month) will be dealt with according to policy (see Section B 5.1-5i).
3. In addition, if an employee expects to be late for any off-site work-related obligations, he/she must contact the relevant parties and inform them as well as his/her immediate supervisor.
4. Management of WUIR reserves the right to dock the time an employee is not at work.

Section: Terms and Rules of Employment	Policy Number: C-2.2
Sub-section: Attendance Policy	Effective Date: March 20, 2015
Subject: Reporting Unscheduled Absences	Revision Date: February 14, 2014
Page: 2	

Reporting Unscheduled Absences

Purpose:

There may be times that are justified when employees cannot avoid being absent from work. This policy establishes the procedure to follow in such circumstances.

Policy:

The employer is committed to promoting and maintaining acceptable attendance standards in order for WUIR to realize its organizational objectives. Unless you are sick, you must apply for Leave beforehand.

1. Any employee that cannot make it to work is responsible for informing the front office and their immediate supervisor or manager of their absence as soon as possible. Both the front office and the supervisor/manager of that employee should be aware of the employee's absence.
2. Work items that require attention on the day of absence will need to be conveyed to the supervisor.

The employee is responsible for providing the appropriate documentation to support the type of Leave being requested, e.g. a doctor or Nurse Practitioner's note for CSL, a signed note from the mortician for bereavement leave)

3. Failure to comply with this policy may lead to disciplinary procedures (see Section B-5.1, Subsection 5g).

Section: Terms and Rules of Employment	Policy Number: C-2.3
Sub-section: Attendance Policy	Effective Date: March 20, 2015
Subject: Personal Days	Revision Date: February 14, 2014
Page: 3	

Personal Days

Purpose:

To establish guidelines for times when employees must be absent from work in order to attend to personal commitments.

Policy:

Providing an employee has worked six (6) consecutive months with WUIR, he/she may be able to use Sick Leave Credits to pay for time off for personal matters.

1. Employees are entitled to use two (2) days of their Sick Leave Credits for Personal Days per fiscal year when these credits have been accumulated (see Section C 2.3). Employees working on contract that is less than a year will earn 1/2 day for every 3 months of employment for Personal Leave.
2. If an employee plans to use a personal day, he/she is requested to provide their immediate supervisor with as much notice as possible (usually at least one business day).
3. Personal days are not to be scheduled as extra vacation days but can be used for situations that are not covered by other leave provisions (ex. Drivers License examinations, court appearances, and so forth).
4. Employees taking personal days are not obligated to reveal their reason.
5. Any unused Personal Leave becomes Certified Sick Leave at the end of the fiscal year.

Section: Terms and Rules of Employment	Policy Number: C-2.4
Sub-section: Attendance Policy	Effective Date: March 20, 2015
Subject: Sick Leave	Revision Date: February 14, 2014 Sept 17 2013
Pages: 4 – 6	

Sick Leave Policy

Purpose:

The purpose of this policy is to outline the conditions under which paid sick leave will be granted to employees.

Scope:

This policy is intended to reduce the financial hardship when an employee is absent from work due to health reasons. Rather than have the employee lose pay, WUIR provides sick leave with pay to ensure against the loss of earnings. This is providing the employee has the sick leave credits available to be used. Sick leave is only intended to be used for a legitimate short term illness or injury. It is the employee’s responsibility to ensure their immediate supervisor is contacted to report any pending absence from work.

Section 1- Earning Sick Leave Credits

To earn sick leave credits:

1. Full time employees must work a minimum of ten (10) days within a calendar month to earn sick leave credits for that month. Anyone working less than 3.75 hours average per day will not meet this qualification.
2. Full-time employees will earn paid sick leave credits at a rate of one and one-quarter (1.25) days per month of employment to a maximum of fifteen (15) days per calendar year according to the actual time worked.
3. Part-time employees working less than the normal 37.5 or 40 hour work week will earn sick leave credits based on actual hours worked using the following information:

If the normal work week is 37.5 hours, this equals 150 hours for the month entitling the employee 1.25 days (of sick leave. Anything less than this will be a percentage which is used calculate the SL days.

After working two weeks (minimum 10 days for that month), the employee begins to accumulate sick leave at a rate of 1.25 days per month (note: this is true regardless if the work week is 37.5 or 40 hours). If an employee works less than 37.5 hours per week they qualify for less SL. If say, they work 6 hours per day (less than the usual 7.5 hour work day) that’s 120 hours in that month. They will qualify for:

$$\frac{120 \text{ hours}}{150 \text{ hours}} = .80\% \times 1.25 \text{ (sick day)} = 1 \text{ sick day}$$

As another example, if they work only 3.75 hours per week every week, that's 75 hours per month which is 50% of the monthly total. Multiply this with 1.25 and you get .625 SL day. Multiply this by 7.5 (hours in a work day or 8 hours for some) that worker should accumulate 4.68 hours sick leave for each month.

Uncertified and personal sick leave credits that are not used in one fiscal year shall be transferred as Certified Sick Leave to the following fiscal year to the maximum of 100 days. In the event that certified sick leave credits are used and become less than 100 days, then certified sick leave credits may accrue again up to a maximum of 100 days.

Previous policy allowed employees to accumulate over 100 sick days (policy was changed on April 1, 1993 capping it to a maximum of 100 days). Existing employee records over 100 certified sick days will be capped at existing earned credits. In other words, if an employee has 125 SL days, they can never add to it until they have used up at least 26 days (go below 100). They will never go above 100 after that. Kudos to those employees that have reached 100 SL days or more and do not use up the SL credits earned in the following years.

1. An employee can carry a maximum of 50 accrued certified sick leave days when transferring from one WUIR department to another. To be eligible for the carry over, there must be no break in service longer than three months (see Policy D-1.2).
2. Employees are to strictly adhere to use of Certified Sick Leave and they are not to be used to augment other forms of leave (e.g. using sick leave will not extend annual leave).
3. Employees on sick leave will receive their pay on regularly scheduled paydays until sick leave credits are exhausted.
4. Any employee who resigns or whose employment is terminated will not be entitled to any payment for unused sick leave credits.
5. The immediate supervisor will review the employee's usage of sick leave on an annual basis to determine the rate and any patterns of usage.

If the review of the employee's sick leave record, together with the immediate supervisor's personal knowledge of the employee, indicates that an interview is necessary or desirable, the immediate supervisor should discuss any patterns of sick leave use with the employee.

- a) The immediate supervisor can impress on the employee the effects of repeated absences on the scheduling of work and on the workload to fellow employees.
- b) The immediate supervisor can request the employee to seek medical treatment and advice, particularly where recurring absences or the illness itself could have an adverse effect on the workplace.
- c) The immediate supervisor may warrant the need to provide a correction notice to the employee to address attendance issues.

Section 2- Application

Employees making application for sick leave must be suffering from a bona-fide illness or injury, which prevents useful employment and is not compensable under The Worker's Compensation Act. <http://www.gov.ns.ca/legislature/legc/statutes/workers.htm>

1. The following provisions and conditions apply to usage of sick leave credits obtained per fiscal year:
 - Six (6) days for casual sick leave;
 - Seven (7) days certified sick leave approved on the provision of a signed medical certificate by a registered health practitioner;
 - Two (2) days are allowed for personal leave.
2. Any illness causing absence must be reported to the supervisor within three (3) hours of that business day. Failure to report within 3 hours can result in correction notice to the employee.
3. Immediate notification may be required for team critical operations (e.g. teachers, 24/7 services)
4. An employee will provide at least two (2) days notice of a pre-scheduled health care appointment to the immediate supervisor. In order to use sick leave credits, WUIR requires the employee to produce appointment documentation.
5. The employee shall complete a leave of absence form (Application for Leave Form PR-0004) when illness or injury has occurred and sick leave credits were expended. This form must be submitted with your activity sheet and filed in the employee's payroll file.
6. An employee returning to work after having been absent due to illness or injury for a period of more than three (3) consecutive days must provide to their immediate supervisor a medical certificate from the same professional field attesting to the employee's ability to return to work. Refer to Employee Medical Report form, form # HROF-002 except in cases where the physician has prescribed the required time off.
7. An employee wishing to return to work earlier than what was prescribed by the doctor must have their return to work approved in writing by their doctor.
8. The cost, if any, for any medical certificates will be the responsibility of the employee. Medical certificates must be signed by a registered Health Practitioner (e.g. Doctor or Dentist) only, as long as the extent of the care of the health practitioner does not warrant medical attention or diagnosis.
9. If an employee receives an overpayment for unearned sick leave and is no longer employed, it will be documented and sent to Accounts Receivable for collection process. (Refer to Finance Policy).
10. An employee who takes an immediate family member for an appointment must apply using certified sick leave credits. The employee must provide proof of the appointment and attach with the activity sheet. (Note: It is recommended that employees arrange Doctor and Dental appointments after working hours. If this is not possible, appointments should be made at the beginning or at the end of the workday.)
11. While on Sick Leave and using Sick Leave benefits, you will accrue Annual Leave credits. However, if you exhaust your sick leave benefits, the amount of time away from work will determine the amount of pay received during your Annual Leave. For example, if you work 37.5 hours a week and you are on Leave without Pay for one week, you will receive 37.5/1950 or 2% less (see Policy D -1.1 section 1). This does not apply to those receiving 4% vacation pay.

Section: Terms and Rules of Employment	Policy Number: C-2.5
Sub-section: Attendance Policy	Effective Date: March 20, 2015
Subject: Compassionate Leave	Revision Date: February 14, 2014
Page: 7	

Compassionate Leave

Purpose:

To provide guidelines on when an employee may take compassionate leave and under what terms.

Policy:

1. Compassionate Leave is for absences to attend to a member of the immediate family due to serious illness (refer to the definition of immediate family in C 2.7). If the person has already passed away, refer to C 2.7 Bereavement Leave.
2. Indeterminate full time employees after 6 months of continuous employment or employees with the organization for more than two continuous years (i.e., recurring contracts) are eligible to apply.
3. Compassionate Leave with pay shall not exceed three (3) days per year.
4. Compassionate Leave cannot be banked. If you did not use it last year, you do not get six (6) days this year.
5. If further leave is required, a written request shall be made to the Program Manager who then shall determine if other leave can be utilized or whether leave is without pay.
6. The Program Manager will consider the following factors in deciding whether to grant further leave:
 - a) Reason for the leave;
 - b) Length of the leave;
 - c) Availability of other options, such as vacation or personal days;
 - d) Any previous leaves of absence taken;
 - e) Availability of a suitable replacement;
 - f) The extent of the employee's workload;
 - g) The existing workload in that department.

Section: Terms and Rules of Employment	Policy Number: C-2.6
Sub-section: Attendance Policy	Effective Date: March 20, 2015
Subject: Pregnancy, Parental and Adoption	Revision Date: February 14, 2014
Pages: 8-10	

Pregnancy, Parental and Adoption Leave

Purpose:

To outline our provisions for Maternity, Parental and Adoption Leave.

Policy:

The employer will grant Maternity, Parental and Adoption Leave to WUIR employees in accordance with Labour Standards legislated under the Canada Labour Code.

1. Maternity Leave

- a) Every employee who has worked continuously for WUIR for six (6) consecutive months before the date their baby is due, is entitled to seventeen (17) weeks of Maternity Leave.
- b) The 17-week Maternity Leave may be taken any time during the period that begins 11 weeks before the expected date of delivery and ends within the 17 week time frame from the date the leave commences.
- c) An employee who is entitled to take Maternity Leave cannot be terminated or laid off, disciplined or suspended because she is so entitled, has applied for or has taken such leave.
- d) Seniority for all purposes continues to accrue during Maternity and Parental Leave and following the leave, the employee must be reinstated to the same position if it still exists. Or to a comparable position if it no longer exists. Once reinstated, the employee will be paid at the rate paid when the leave commenced or, if it is higher, at the rate the employee would be earning if the employee had worked through the leave.
- e) The employee must make arrangements to continue paying their share of the WUIR group benefits contribution with the Payroll department at least 30 days prior to the date of leave, (refer to Finance Policy). In which case the employee who is on Maternity Leave shall continue to be eligible for pension, health and disability benefits.
- f) The employee must advise in writing, that they do not wish to continue to make the employee contributions, if any, to such plans in which these benefits will lapse during the leave period.

- g) WUIR is not required to pay wages to the employee while they are on Maternity Leave.
- h) An employee, who is entitled to Maternity Leave, is required to give WUIR two (2) weeks' notice in writing of the date the leave is to begin and anticipated date of return, together with a medical certificate estimating the date of delivery.
- i) Once an employee has provided written notice, they may change the notice to an earlier date or later date. If pregnancy-related complications force an employee to stop work before they have arranged their Maternity Leave, they have two (2) weeks from that date they stop work to give WUIR written notice, including a medical certificate, confirming the circumstances and the expected or actual date of birth.
- j) If an employee plans to return to work sooner than the date given, they must provide written notice four (4) weeks prior to the date of their return to work. This will provide ample time to accommodate their return to work and provide notice to the employee filling the position during the Maternity Leave of absence.
- k) After the Maternity Leave ends, seventeen (17) weeks from the date of when the leave begins, Parental Leave may be taken if *not previously applied for*, which is covered in this section under Section C 2.6 subsection 2.4 of this policy. Two (2) weeks written notice to WUIR is required to be given with an anticipated date of return to work.
- l) If a still-birth or miscarriage occurs or the child dies while the mother is still on her Maternity Leave, the leave will end six (6) weeks after the date of the still-birth, miscarriage or death or seventeen weeks after the Maternity Leave commenced, whichever is later.
- m) If the employee is on Maternity Leave during the duration of the seventeen (17) weeks but the baby has not yet been born, the Maternity Leave will end when the baby is born and the employee is then entitled to take Parental Leave immediately after the birth.
- n) If the employee wishes to change the date of return to work to a later date which is subject to the terms concerning the maximum length of leave, the employee must give WUIR four (4) weeks written notice before the date that the leave was to end.

2. Parental and Adoption Leave

- a) An employee who is a parent and has been continuously employed by WUIR for six (6) consecutive months before the birth of a child or before the child came into a parent's custody, care and control for the first time, is entitled to thirty-seven (37) weeks of Parental Leave.
- b) Either or both parents are eligible to take the thirty-seven (37) weeks unpaid Parental Leave. A "parent" includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with the parent of the child and who intends to treat the child as his or her own.
- c) If both parents are employees of WUIR, they are entitled to take combined Parental Leave of up to 37 weeks, and must do so in one block of continuous time. The aggregate amount of leave that may be taken by two employees for Parental Leave in respect of the same birth or adoption shall not exceed thirty-seven (37) weeks.

- d) The maternal employee is entitled to take both Maternity and Parental Leave and must take one period of time for each leave. For example, an employee wishing to take Parental Leave must do so in one block of continuous time.
- e) Parental Leave commences when Maternity Leave ends or when the baby first comes into her custody, care and control.
- f) For fathers and adoptive parents, Parental Leave commences and may be taken only during the fifty-two week period beginning on the day on which the child is born or comes into the care of the employee.
- g) An employee who is entitled to Parental Leave is required to give WUIR two (2) weeks written notice prior to the commencement of the leave, and must specify when the leave will end.
- h) An employee who has given notice to begin Parental Leave may change the notice to an earlier date by giving at least two (2) weeks' notice before the earlier date, or to a later date by giving two (2) weeks' notice before the leave was to begin.
- i) If an employee stops work because the child has arrived earlier than expected, the employee has two (2) weeks from that date to give the employer written notice of his or her intent to take the Parental Leave, and provide an anticipated date of return to work.
- j) If an employee on Parental Leave wishes to change the date of return to work to an earlier date, he or she must give the employer four (4) weeks written notice of the date on which he or she intends to return.
- k) If an employee on Parental Leave wishes to change the date of their return to work to a later date, but subject to the thirty-seven (37) weeks of maximum length of leave, the employee must give the employer four (4) weeks written notice before the date the leave was to end.

Section: Terms and Rules of Employment	Policy Number: C- 2.7
Sub-section: Attendance Policy	Effective Date: March 20, 2015
Subject: Compassionate Care Leave	Revision Date: February 14, 2014
Page: 11 & 12	

Compassionate Care Leave

Purpose:

To outline our provisions for Compassionate Care Leave.

Policy:

The employer will grant Compassionate Care Leave to Wikwemikong Unceded Indian Reserve (WUIR) employees in accordance with Labour Standards legislated under the Canada Labour Code.

Compassionate Care Leave

1. All WUIR employees are entitled up to eight (8) weeks of Compassionate Care unpaid leave to provide care and support to a gravely ill family member. A certificate is required from a qualified medical practitioner stating that the family member has a serious medical condition with a significant risk of death within 26 weeks (6 months). Employees can apply for Employment Insurance during this time. You can receive compassionate care benefits for a maximum of six weeks within the 26-week period (http://www.servicecanada.gc.ca/eng/ei/types/compassionate_care.shtml).
2. To determine if you qualify, a more liberal definition of family member is covered in Service Canada's Employment Insurance - Compassionate Care Benefits.
3. Two or more employees under WUIR that are relatives may share the maximum allowable weeks of Compassionate Care Leave. The total amount of leave that may be shared and taken by two or more employees in regard to the same family member is only the eight (8) weeks in the 26-week period.
4. An employee must provide two weeks written notice to WUIR prior to taking Compassionate Care Leave and include a medical certificate from a qualified medical practitioner as per Section 1.
5. If the family member is still gravely ill at the end of 26 weeks, an employee will be entitled to a further period of up to six (6) weeks of compassionate care unpaid leave. The employee must provide two weeks written notice to WUIR if further leave is being requested. A qualified medical practitioner is required to issue another certificate as required in subsection (1).

6. The employee must make contribution arrangements with Payroll to continue paying for the employer's group benefits (refer to Finance Policy).
7. Pension, health and disability benefits and the seniority of the employee continue to accumulate during leave provided an employee pays any contributions that normally would have been paid by the employer.
8. If an employee wants to cancel these benefits, they must provide notice in writing that they will not be paying their contribution for the employer's group benefits for the leave period. This will have no impact on the employee's employment status. These benefits will then lapse during the leave period.
9. Upon return to work indeterminate employees are reinstated to their former position or given a comparable position in the same location with the same wages and benefits. Employees on contract may return to work unless the contract has expired.

Section: Terms and Rules of Employment	Policy Number: C-2.8
Sub-section: Attendance Policy	Effective Date: March 20, 2015
Subject: Bereavement Leave	Revision Date: February 14, 2014
Pages: 13	

Bereavement Leave

Purpose:

The purpose of this policy is to outline the circumstances under which an employee will be granted Bereavement Leave.

Policy:

1. The employee is entitled to, after completing 3 consecutive months of continuous employment, up to three days of Bereavement Leave upon the death of a family member, the last day being the day of the funeral. (Note: in the previous policy, the 3 days commenced the day after death. Now it's 3 days going back from the day of the funeral.)
2. The employee must submit a written request for Bereavement Leave to their immediate supervisor.
3. The employee must provide proof of attendance at the funeral from the funeral director.
4. Immediate family includes the employee's:
 - spouse or common law partner in a conjugal relationship in same residence more than one year;
 - mother or father, or their spouse or common-law partner;
 - child(ren) and the child(ren) of the employee's spouse or common-law partner;
 - grandchild(ren);
 - brother or sister, stepbrother or stepsister
 - aunts and uncles
 - grandfather and grandmother;
 - father and mother of the spouse or common-law partner of the employee
 - sister-in-law, brother-in-law
 - and any relative of the employee who resided permanently with the employee or with whom the employee permanently resides.
5. An additional two (2) days may be allowed if warranted (e.g. travel time to attend funeral off-reserve) and must be approved by the immediate supervisor.
6. In the event of a death of an extended family member or close friend, other Bereavement Leave is available at the discretion of the immediate supervisor whereby the employee is eligible for up to one day leave to attend the funeral.
7. In cases of miscarriage or stillborn, the parents are eligible to take Bereavement Leave.

Section: Terms and Rules of Employment	Policy Number: C-2.9
Sub-section: Attendance Policy	Effective Date: March 20, 2015
Subject: Court Leave	Revision Date: February 14, 2014
Page: 14	

Court Leave

Purpose:

The employer recognizes that there may be times when employees will be required to attend legal proceedings. This policy provides guidelines on how the employer will handle absences for such proceedings.

Policy:

1. If the employee is required to serve as a juror or attend as a witness in a legal proceeding, the employer will grant the employee the necessary leave of absence with pay.
2. The employee will notify the employer upon receipt of a subpoena or summons.
3. The employee must provide proof of their court attendance.
4. To be eligible for paid leave, the employee will reimburse the employer for any court honorarium received as juror/witness to be paid back to WUIR Finance (since you're allowed paid leave), however, you can keep travel costs and meal allowance paid to the employee (Please refer to Finance Policy).
5. The employee must return to work if their attendance in a legal proceeding is required for less than half of their regular working day.

Section: Terms and Rules of Employment	Policy Number: C-2.10
Sub-section: Attendance Policy	Effective Date: March 20, 2015
Subject: Voting	Revision Date: February 14, 2014
Page: 15	

Voting

Purpose:

To set out the Wikwemikong Unceded Indian Reserve's policy on time off for voting.

Policy:

1. All employees of the Wikwemikong Unceded Indian Reserve who are working the day a Band, federal, provincial or municipal election is being held may take one (1) hour with pay as time off to vote in accordance with the applicable election regulations.
2. In the event of a Band Nomination Meeting, all employees who are entitled to vote shall be allowed two (2) hours off with pay to attend the Nomination Meeting providing the meeting has been scheduled during the employee's working hours.

Section: Terms and Rules of Employment	Policy Number: C-2.11
Sub-section: Attendance Policy	Effective Date: June 17, 2014
Subject: Youth Function Leave	Creation Date: June 6, 2014
Page: 16 of 2	

Youth Function Leave

Purpose:

To provide guidelines on when an employee may take youth function leave and under what terms.

Background:

On November 27, 2013, Chief and council passed a bill known as the **Wikwemikong Unceded Children’s Bill of Rights**. The section that pertains to band employees follows:

Be it further resolved that Wikwemikong Chief and Council proclaim; in support of our youth in our community, to provide authorized paid release time when appropriate to employees while they volunteer with youth at school and in the community. The goal of this initiative is to encourage and sustain adult involvement to assist youth and to support the involvement of organizations in their efforts to reach out to the youth and families.

This bill, which recognizes and formally bestows onto children their inherent rights, also provides the opportunity for band employees to support the youth in school and in our community by providing authorized paid release time to take an active role in youth functions during work time.

This provides band employees, “*when appropriate*”, the opportunity to be involved with youth initiatives and activities with minimal impact to their leave credits.

Policy:

1. WUIR employees are granted one (1) day per year for youth function leave with pay.
2. Any function lasting more than one day, employees will have to use other leave like Annual Leave or Overtime Leave.
3. Employees are eligible to apply after 6 months of continuous employment.

4. The employee must provide a written request to the Program Manager prior to the event upon which the manager will consider the following factors in deciding whether to grant leave:
 - a) Leave application;
 - b) Information describing the Youth Function;
 - c) Employee's role in the youth function;
 - d) Subject to operational requirements;
 - e) Availability of excess annual leave and/or overtime credits.
5. Upon return to work, the employee must provide proof of attendance with the appropriate documentation.

* Note: As per council motion, this policy will be reviewed by Chief and council one year from the date of adoption.

Section: Terms and Rules of Employment	Policy Number: C-2.12
Sub-section: Attendance Policy	Creation Date: August, 13, 2014
Subject: Unforeseen circumstances	Effective Date: March 20, 2015
Page: 18	

Cease Operations Due to Unforeseen Circumstances

Purpose:

To outline the protocol for the cessation of services and operations due to unforeseen circumstances such as a snow day or other inclement weather, hydro outage, pandemics, medical outbreaks, or infrastructure breakdown, i.e., water main break.

Background:

Chief and Council and Management at Wikwemikong Memorial Civic Complex (Administration Office) recognize that unforeseen circumstances may temporarily prevent the availability of operations and services. Inclement weather is defined as intense, adverse weather conditions such as heavy snow, ice, rain; excessive heat, humidity or wind; or other similar weather conditions that create significant risk to employees' **Health and Safety**.

As these situations can, at times, create difficult and dangerous travel or work conditions, this may subsequently interfere with the normal business operations of WUIR activities...

Policy:

1. The most senior director/manager/supervisor or designate at the local office site has the administrative discretion to close the respective office site or suspend operations/services, or shorten the work hours when an unforeseen circumstance arises or occurs. This information will be relayed to the Director of Operations as soon as possible after closure.
2. All employees shall make every reasonable effort, consistent with personal safety, to report to work at their offices or work locations unless informed otherwise.
3. If an employee believes that unforeseen circumstances is impeding their safety and is unsure of whether the building has been closed, the employee should call their base of operations and take direction from their respective supervisor. If there is no answer, the employee shall leave a voice mail.

4. For those employees that choose to work on a day the operations close due to unforeseen circumstances, they will need the permission of their supervisor and do so at their own risk. The ability to provide service to that Office is impacted by building closure and as such all the operations within the closed building are non-operational or closed.
5. Should the Unforeseen circumstance end before closing time and the building reopens, employees are expected to return to work for the remainder of the day. If no word has been given as to whether the building will open by 2 pm, employees are not required to show up for work.
6. Employees will receive payment for hours not worked resulting from an office closure. Staff away on other leave cannot revert their leave to office closure.
7. If that employee's office did not close, and the employee is unable to attend, they must call their supervisor or designate to inform them of their inability to report to work. An employee will not be disciplined for failing to attend work due to unforeseen circumstance as long as the proper procedures have been followed. To address the employee's lost work time (whole or partial day) due to the unforeseen circumstance, the supervisor and the employee will select one of the following options:
 - 1) take Leave without Pay;
 - 2) use Annual Leave (if eligible) and the two week notice requirement will be waived;
 - 3) use Overtime if they have any;
 - 4) make up lost time within 10 days.

Sick Leave cannot be used to make up lost time due to unforeseen circumstance.

Section: Terms and Rules of Employment	Policy Number: C-2.13
Sub-section: Attendance Policy	Effective Date: March 20, 2015
Subject: Leave Without Pay	Creation Date: January 17, 2013
Page: 20	

Leave Without Pay

Purpose:

The intent of this policy is to create guidelines for taking leave without pay while retaining/protecting the status of employment.

Background:

WUIR provides sick days to employees that wish to take time off to recuperate. Once these days have been exhausted any employee wishing to take additional time off can do so without pay. If you wish to take time off for medical reasons please see Section C-2.4 Sick Leave Policy. Employees are reminded that Annual Leave pay is based on earnings for that year. Each paycheck contributes approximately 3.85% to your AL pay.

Policy:

- 1) WUIR may grant unpaid days (LWOP) to an employee, as long as the employee's absence does not affect the department negatively due to, for example, lack of qualified employees to handle an excess amount of work.
- 2) Any employee requesting Leave without Pay must provide a written submission to their Program Manager specifying the start and end date of the leave.
- 3) Applications for LWOP will be evaluated and WUIR reserves the right to refuse Leave without pay.
- 4) An employee on LWOP and not receiving a salary that month must, as per Finance Policy - Group Benefits Section 904(7) and Pension Benefits Section 905 (6), make arrangements to cover their pension and benefits contribution for that month.
- 5) LWOP will not be approved for an employee's desire to pursue professional development opportunities not directly pertinent to their position.

Section: Benefits	Policy Number: D-1.1
Sub-section: Benefits	Effective Date: March 20, 2015
Subject: Annual Leave	Revision Date: February 19, 2014
Pages: 1 & 2	

Annual Leave

Purpose:

To establish a vacation structure that helps meet the needs of Wikwemikong Unceded Indian Reserve (WUIR) while contributing to the well-being of our staff members.

It is in everyone's best interests that employees are well rested and able to work productively. Therefore, it is encouraged to take Annual Leave or vacation time when it is earned.

Policy:

1. As part of its benefits policy WUIR employees will accrue annual leave based on full years of employment with no break in service while employed on a full-time basis with WUIR.
2. For purposes of determining years of employment, WUIR shall only take into account continuous service. A break in service includes a layoff longer than 3 months, resigning or having been terminated from a WUIR program. A layoff that is less than 3 months is not considered a break in service. Continuous service includes internal program transfers within WUIR, as long as there has been no break in service. Unavoidable lay-offs, Maternity or Paternity Leave will not count against an employee's continuous service. .
3. Full-time employees will earn annual leave as follows:
 - 1 – 7 years of service – 3 weeks – accumulated at a rate of 1.25 days/month
 - 7+ – 18 years of service – 4 weeks – accumulated at a rate of 1.66 days/month
 - 18+ – 29 years of service – 5 weeks – accumulated at a rate of 2.08 days/month
4. 29+ or more years of service – 6 weeks – accumulated at a rate of 2.5 days/month Temporary (less than 12 months) or non-permanent employees shall be paid four (4) per cent of their gross income as vacation pay.
5. Annual Leave is comprised of two components - time and pay. The time portion is granted regardless. The pay received during time off (a percentage of yearly earnings) will depend on the earnings of that year. For example, if you are on Leave without Pay for one month during that year, you will receive 11/12 of your pay during your time off.
6. Ten (10) consecutive business days must be worked before the employee is entitled to collect annual leave credits for that month.

7. New employees earning AL credits will not be permitted to take vacation until after six (6) months of employment. Employees hired in the last six (6) months of the fiscal year will carry any earned AL credits into the next fiscal year.
8. In the event that a temporary employee or non-permanent employee works more than one (1) year, then after one (1) year's service, the employee shall be given regular annual leave credits calculated monthly according to the employee's service record and the schedule set out above for calculated vacation credits.
9. Employees wishing to take annual leave must notify their immediate supervisor at least two (2) weeks in advance to have their leave request approved.
10. While managers will make every effort to accommodate vacation requests, the timing of any employee's vacation is always subject to the manager's approval.
11. No employee may take more than two (2) weeks of vacation at a time, unless there are extenuating circumstances and prior approval is obtained from your immediate supervisor.
12. Any conflicts between co-workers with respect to a proposed vacation date should be resolved between the affected employees. If the conflict remains unresolved, then the manager will determine the vacation schedule.
13. If an employee and the immediate supervisor cannot agree on the timing of the employee's vacation, the immediate supervisor may schedule the employee's vacation at a time as near to the requested time as staffing and service delivery requirements will allow. The employee shall be provided with at least two (2) weeks written notice of the commencement of the re-scheduled vacation.
14. Employees changing jobs from one WUIR program to another as a result of a successful competition are required to use up their vacation credits. If this is not possible, the program must pay out the remaining time.
15. In order to advance any vacation credits, employees will be required to complete an authorization to deduct salary or wages form in case that employee resigns or is dismissed before the end of the fiscal year. Any advance use of Annual leave credits must have prior approval of immediate supervisor.
16. Vacation credits will not be deducted for statutory holidays that fall on an employee's period of annual leave.
17. Annual leave must be taken during the fiscal year accrued (April 1 to March 31) unless otherwise authorized by the immediate supervisor. New employees are allowed to carry over accrued annual leave into the next fiscal year in order to complete the initial six (6) month requirement.
18. If an employee takes ill during their annual leave, producing a medical certificate will allow that employee to switch vacation credits to sick leave credits and the employee can re-schedule an alternate vacation period.
19. As per Section C-2.3 (2), Personal days are not to be scheduled as extra vacation days.
20. Any leave for hockey tournaments or other sporting events will be charged to accrued annual leave or overtime leave earned, and must receive prior approval from immediate supervisor.
21. Vacation time shall accrue while an employee is away on extended unpaid sick leave. However, the amount of pay received during their time away from work will be impacted.

Section: Benefits	Policy Number: D- 1.2
Sub-section: Benefits	Effective Date: March 20, 2015
Subject: Transfer of Credits	Revision Date: November 2, 2012
Page: 3	

Transfer of Credits

Purpose:

To establish WUIR’s policy on which benefits employees can transfer when moving from one job to another within the organization.

Policy:

1. Employees that have chosen to move to another job within the WUIR organization as a result of being the successful candidate selected for that position must provide either the minimum of two (2) week written notice or the stated notice period in their contract to their immediate supervisor indicating their last day of employment.
2. The exiting employee is required to use up any remaining Annual Leave before leaving their position. Managers are reminded that if the employee does not use up their remaining AL days, these shall be paid out to the employee.
3. Employees who have more than 50 sick leave credits are allowed to transfer a maximum 50 days to their new position if that organization they are moving to abides by these policies. If the employee has less than 50 Sick Leave credits, they can transfer all of their credits.
4. Supervisors of employees leaving their department shall carry out an exit interview with the employee.

Section: Benefits	Policy Number: D-1.3
Sub-section: Benefits	Effective Date: March 20, 2015
Subject: Employee Assistance Program	Revision Date: July 22, 2010
Page: 4	

Employee Assistance

Purpose:

To set out WUIR’s policies and procedures regarding Employee Assistance...

Policy:

WUIR recognizes that there are times when issues outside of work life make it difficult for an employee to perform the prescribed duties of his/her position. This policy attempts to provide such employees with the appropriate assistance.

1. From time to time everyone experiences personal challenges that can disrupt a persons’ physical and mental well-being. To help offset these difficulties and minimize their impact at work, WUIR will establish an Employee Assistance Program to fit the schedule of the employee and the WUIR employer.
2. To provide the liaison support to help employees obtain professional assistance with certain difficulties (e.g., counseling for marital problems, stress, grief, substance abuse or financial problems) so as not to put the employee’s seniority into jeopardy.
3. The Employee Relations Coordinator will provide assistance with the immediate supervisor and employee to address a problem. A program will be worked out with that employee that will take into consideration group benefits, leave without pay, available resources or community program services, adherence to personnel policy issues (e.g. leave) and the departmental operations.
4. Documentation must be filed on the employee’s personnel file to attest to the procedures in accommodating the employee with a particular assistance program.

Section: Benefits	Policy Number: D-1.4
Sub-section: Benefits	Effective Date: March 20, 2015
Subject: Membership in Associations	Revision Date: July 22, 2010
Page: 5	

Membership in Associations

Purpose:

To provide the necessary resources to ensure that the employees of WUIR maintain relationships with appropriate professional bodies and associations.

Policy:

1. WUIR may pay all or a portion of the fee for an employee's membership in a professional association or organization.
2. The employee must obtain approval from the manager in advance, if any reimbursement for membership fees will be considered. This includes special licenses for employment purposes (e.g. class AZ licenses for operating motorized vehicles).
3. Only those memberships of organizations that are directly related to WUIR's business, products and services will be reimbursed.