

**GALIANO ISLAND RECYCLING RESOURCES
SOCIETY**

Personnel Policies

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INTRODUCTION

This document is intended to give employees of Galiano Island Recycling Resources Society (GIRR) an understanding of the general terms and conditions of employment with this organization. Its purpose is to establish fair, consistent, and workable policies for employment practice and staff performance.

The Board is responsible for the adoption of personnel policies, and all staff are welcome to submit recommendations for changes.

These policies recognize the authority of the Employment Standards Act of British Columbia. The Employment Standards Act does not distinguish any category of “casual employee”; therefore, the Act covers all employees.

HIRING PROCEDURES

Policy 2.1 Hiring Authority

The Board of Directors is responsible for hiring the Manager. The Manager is responsible for hiring all other staff.

Policy 2.2 Employment of Relatives

The employment of relatives of an employee or Director of the Society as regular or casual employees may occur if the related employee or Director is not involved in the hiring process

Policy 2.3 Hiring Practices

GIRR will abide by the BC Human Rights Code and Employment Standards Act in its hiring practices and all other aspects of its operation.

Policy 2.4 Hiring Procedures

1. All positions to be filled must be posted:
 - 1.a) at the discretion of the Manager, jobs can be posted internally for a minimum of one week
 1. b) external postings shall be posted for a minimum of two weeks.
2. Internal and external hiring will follow similar hiring procedure.
3. All applications for employment shall be in writing.
4. Proof of credentials must be available.
5. A minimum of two references, including at least one from a previous employer, must be obtained prior to a position being offered.

6. New hires will be interviewed and selected by the Manager, with the exception of hiring for Management, which will be done by representatives from the Board of Directors.

EMPLOYMENT PROCEDURES

Policy 3.1 Registration of Personnel

- 1) Upon acceptance of employment with GIRR the employee shall be given
 - a letter offering employment, which contains the date employment will commence, the starting wage and the term of employment, if specified.
 - a copy of his or her job description
 - a copy of GIRR's Personnel Policy
- 2) Upon acceptance of employment, the employee shall provide GIRR with his or her
 - full name, address, and phone number
 - Social Insurance Number
 - date of birth
 - for positions requiring proof of credentials, those credentials must be provided to the Manager for copying and will be kept in employee files (e.g. driver's license, WHMS)
 - name(s) of person to contact in case of emergency
 - and a signed copy of the offer of employment indicating acceptance of employment and acknowledging receipt of the job description and GIRR Personnel Policies.

Policy 3.2 Personnel Records

Personnel records shall contain the following:

- a. Social Insurance Number
- b. Name(s) of person(s) to contact in case of emergency
- c. Personal Tax Credit Return forms
- d. Application for employment, including resume
- e. Verification of credentials
- f. Reference checks
- g. Signed offer of employment
- h. Job description
- i. Performance appraisal reports
- j. Record of any disciplinary action

Policy 3.3 Change of Information

An employee must notify GIRR of any change of name, address, or phone number.

Policy 3.4 Access to Personnel Records

GIRR will abide by the “Personal Information Protection Act” which governs the collection, use, retention, and disclosure of personal information by businesses, non-profit organizations, and charities.

1. The Board Chair and the Manager will have access to personnel records.
2. Employees will have access to all contents of their own records.
3. Any other access to personnel records must be authorized by the Board and/or Manager.
4. Personnel records and their contents are the sole property of GIRR.

GIRR will take appropriate steps to safeguard the confidentiality of personnel records. Personnel records will be kept in the file cabinet in the GIRR office. Reference checks and all information related to performance and discipline will be kept in a specially locked case in the office.

Policy 3.5 Probationary Period

1. New employees are subject to a three (3) month probationary period from the date of hire to allow the new employee, staff, and the Board to become acquainted and for the Board and the Manager, to evaluate the performance of the employee.
2. At any time within the 3 month probationary period either the employee or the Manager in consultation with and approval from the Board, may terminate the employment without notice or compensation.
3. The probation period may be extended when operational or personal circumstances prevented adequate evaluation of the employee’s suitability for the position hired. Decision to extend an employee’s probation will be done at the discretion of the Manager in consultation with the Board. In probation circumstances beyond 3 months, the right to terminate without notice or compensation does not apply.
4. Upon satisfactory completion of the probationary period, the employee will be confirmed in the position.

Policy 3.6 Performance Review

1. Employees will undergo a performance review at the end of their first three months of employment and then yearly thereafter.
2. The performance review is a vehicle for the Manager and the employee. The performance review will include employee accomplishments and strengths, an evaluation of the employees’ performance of their job specific duties and the setting of performance goals.
3. The performance review is an opportunity for employees to provide feedback about management and the overall GIRR team, including areas for development/attention that the employee would like to see, and project/performance targets for the following year. It is also an opportunity for the employee to provide input and comment on the work she/he has been doing, their career aspirations and any training requests.

4. The Board will conduct the performance review of the Manager and will focus on annual work plans in addition to topics listed in section 3.6 (2).
5. Special evaluations may be conducted as part of a disciplinary procedure.

Policy 3.7 Safety Equipment

1. Recycling employees must wear CSA reinforced-toed boots and gloves while at work.
2. Ear protection must be worn when needed as per job description.
3. Each recycling employee will receive a \$300 bi-annual allowance for the replacement or repair of CSA boots and any other required safety equipment.

COMPENSATION

Policy 4.1 Time Sheets

1. All employees are required to complete a bi-weekly time sheet and include ALL working hours, sick leave, vacation, etc. for the time period. These should be completed and submitted to the Manager on the last day of the pay period.
2. Submitted time sheets will be reviewed and initialed by the Manager and submitted to the bookkeeper for processing at the end of each pay period.

Policy 4.2 Paydays

Employees are paid every two weeks on the Friday following the pay period submission of timesheets.

Policy 4.3 Wages

1. GIRR strives to maintain appropriate wage levels, subject to available funding. Wages will be based on:
 - Knowledge and ability requirements of the position;
 - Scope of activities and responsibilities of the position;
2. Wages will be reviewed if a significant change in the job description occurs, and at annual performance reviews.
3. The wage scale will be reviewed annually. The current wage scale is contained in Appendix I:
4. COLA (Cost of Living Adjustment) are provided annually in March.
5. When it is determined by the Manager that GIRR facilities need to close with short notice due to inclement weather or other unforeseen circumstance, regular employees will be paid for the scheduled hours of work that had been assigned to them for that day. In this case, short notice is considered less than one week's notice. This does not apply to contract labour employees.

Policy 4.4 Travel and Expenses

1. When employees are required to travel off-island for work related meetings or other purposes, ferry fares and mileage will be reimbursed by GIRR. Where more than 1 employee is traveling to the same destination, transportation should be shared whenever possible.
2. Employee mileage claims for use of personal vehicle will be reimbursed at \$0.40 per kilometer.
3. Use of personal vehicle must be approved by the Manager and in the case of the Manager approval from the Board.
4. Off-island travel in a GIRR vehicle for work-related meetings and all other GIRR purposes shall include only GIRR employees; no other passengers shall be allowed to travel in the vehicle.

HOLIDAYS, VACATIONS AND LEAVE

Policy 5.1 Vacations

1. Employees accrue vacation pay at a rate of 4% of total wages commencing on the first day of employment and for the first 5 years. After 5 years of employment an employee is entitled to 6% vacation pay.
2. Vacation time may not be taken prior to completion of the 3-month probationary period.

Policy 5.2 Sick / Emergency Leave

Upon completion of the probationary period, regular employees are entitled to a paid sick/emergency leave. These hours cannot be carried over from year to year and have no cash value. The paid sick/emergency leave is to be used when an employee is unable to work due to their own illness or the illness of their child or other member of the employee's household when no other caregiver can be found or is appropriate. This policy does not apply to contract labour employees. Sick leave will be based on 1.5 times hours worked in a normal work week.

1. Manager will receive 30hrs/year sick leave.
2. Depot Coordinator and Redirectory Coordinator will receive 19hrs/year sick leave.
3. Recycling Assistant will receive 18hrs/year sick leave.
4. Admin Assist will receive 7.5hrs/year
5. Contract labour does not receive paid sick leave.

Policy 5.3 Unpaid Leave

1. An employee is entitled to unpaid leave for pregnancy, parenting for birth or adoption, family responsibilities, compassionate care, bereavement, jury duty, and reservist duty.
2. Where possible a request for an unpaid leave should be provided 4 weeks in advance to the Manager, in the case of the Manager to the Board.

Policy 5.4 Statutory Holidays

Regular employees are entitled to paid Statutory Holidays provided those days fall on regularly scheduled workdays. During the busy months, the Manager may decide, after consulting with the staff, that the depot and Redirectory should remain open in which case staff will be paid time and a half in lieu of a day off. Employees must be employed for the past 30 calendar days to qualify for this benefit. Contract labour does not receive Statutory Holiday pay.

CONTRACT LABOUR

Policy 6.1 Employment Standards Act

The Employment Standards Act does not distinguish any category of “contract labour”. The Act covers all employees.

Policy 6.2 Definition of Contract Labour

For the purpose of these policies, contract labour is defined as those who do not have a regular work schedule but may be called in to work one or more shifts as needed.

Policy 6.3 Application of Personnel Policies

All Policies apply to contract labour employees except where noted within the policy or below:

1. EMPLOYMENT PROCEDURES

- Contracted labour does not undergo performance reviews. However, the Manager will provide direction, support and feedback.
- A contracted labourer who has completed a minimum of 40 working hours and is the successful candidate for a similar permanent position, will be paid at the regular starting wage. Probationary period will be waived.

LAYOFF AND RECALL

Policy 7.1 Layoff

Should it ever be necessary to lay off one or more employees due to lack of funds or a change in the workload or function of GIRR, employees will be selected for layoff based on position, seniority and any special skills or qualifications necessary for continuing operations.

Policy 7.2 Informing Employees

Employees will be given a letter advising them of the layoff and its anticipated duration, if known.

TERMINATION OF EMPLOYMENT

Policy 8.1 Dismissal

1. GIRR may dismiss any employee for just cause. Notice of dismissal shall be in writing and shall set forth the reasons for dismissal.
2. After completion of the three-month probationary period, employees will be provided with notice and/or compensation as required by the BC Employment Standards Act.
3. Upon dismissal, employees will be required to immediately turn in all GIRR-owned equipment, files, keys and other material in their possession.

Policy 8.2 Suspension

The Board of Directors may suspend, without pay, any employee of GIRR for just cause. Notice of suspension shall be in writing and shall set forth the reasons for the suspension.

Policy 8.3 Resignation

- 1) Employees wishing to resign from GIRR shall do so in writing to the Manager and with a minimum of two weeks' notice.
- 2) At the time of resignation, employees should be prepared to turn in all equipment, in their possession, files, keys, supplies, etc.

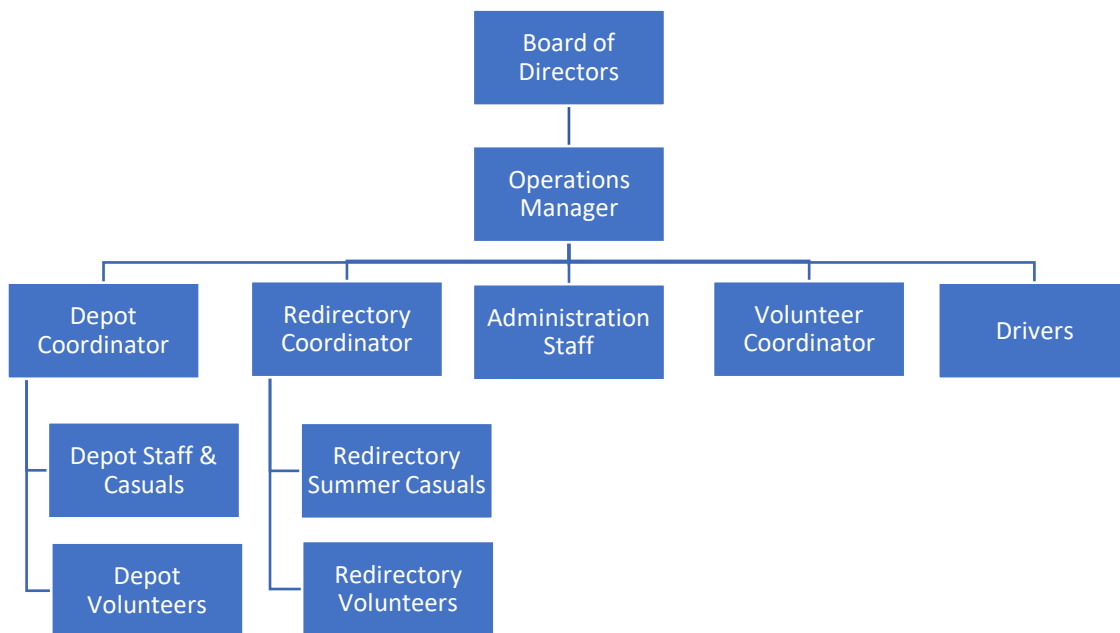
GROSS MISCONDUCT

Direct and immediate termination may be appropriate for gross misconduct. Examples of gross misconduct include:

- Theft
- Emotional or physical abuse in the workplace, including harassment
- Repeated use of abusive language
- Being under the influence of illegal drugs, misused prescription drugs or alcohol during working hours
- Sexual harassment
- Failure to implement safety rules and regulations
- Dishonesty or falsification of documents
- Possession of weapons at the workplace
- Disclosure of confidential information

- Unauthorized expenditures
- Willful destruction of GIRR property
- Use of the GIRR computers for viewing illicit websites/information (such as sites containing pornography or promoting hatred or violence).

ORGANIZATIONAL CHART



POLICY TO BE DEVELOPED

Political Display

APPENDIX 1 WAGE SCALE

GIRR Manager

Starting wage: \$25.00

Wage may increase at board discretion. Top end of wage scale is \$30.00

Redirectory/ Depot Coordinator

Starting wage: \$22.00

Wage may increase at manager discretion. Top end of wage scale is \$25.00

Admin Assistant

Starting wage: \$21.00

Wage may increase at manager discretion. Top end of wage scale is \$25.00

Recycling Assistant

Starting wage: \$20.00

Wage may increase at manager discretion. Top end of wage scale is \$22.00

Contract Labour/Casual Worker

Wage: \$20.00

Truck Driver

When taking the truck to town with a load of recyclables the compensation is:

\$225 per full day trip noon boat to late

\$175 per half day trip

\$275 per early boat to late boat

- 1) When truck driver is required to load the truck they will be paid for that time at \$20.00
- 2) When a trip to town involves catching the early morning boat and returning on the afternoon or evening boat, employees will be paid a \$20 per diem.

Appendix 1 reviewed and passed March 21, 2019

APPENDIX 2

Roles and Responsibilities for Board Members and Management

Area	Board	Manager
Strategic planning	Approves	Provides input
Day to day operations	No role	Makes all management decisions
Budget	Develops/Approves	Recommends/Implements
Purchases	Approves large purchases outside of global budget	Develops and implements policies for employees/ Acts within approved budget/ Maintains audit trail
Repairs	Approves budget as part of global budget	Acts within approved budget / Maintains audit trail
Hiring of employees	Hires Manager	Hires all other employees within an approved budget following procedure in Personnel Policy
Employee assignments	Establishes annual goals and work plan with Manager	Establishes for all other employees within an approved budget
Firing of employees	Makes final termination decision for Manager	Makes final termination decision for all other employees
Employee grievances	Go to Board when relates to Manager	All other grievances go to Manager
Personnel policies	Develops/Approves	Recommends/ Implements policy
Employee salaries	Sets wage scales/Establishes Manager's salary as part of global budget	Establishes employee salaries (with recommendations from supervisory employees if applicable) within approved budget following procedures set out in Personnel Policy
Employee evaluations	Evaluates Manager following procedures set out in Personnel Policy	Evaluates other employees following procedures set out in Personnel Policy
Volunteer evaluations	Evaluates board member roles	Evaluates all other volunteer roles
Monitoring	From a governance and overall management perspective	From a managerial perspective

Passed into Policy – March 12, 2015

Revised and passed – April 21, 2016