

Employee Policy Manual



Taché Community Day Care Inc.

480 Senez St.

Box 520

Lorette, MB R0A 0Y0

tachedaycare@mts.net

Phone: (204)878-2286 Fax : (204)878-4501

Table of contents

4.1	<u>Executive Director.....</u>	10
4.2	<u>ECE's and Child Care Assistants</u>	
	<u>The Director will be responsible for selecting, interviewing, and hiring new employees. Upon the request of the Board or Director, a Board member may be designated to help with the hiring of new staff.</u>	11
4.3	<u>Staff shall be made aware of all vacancies and new positions shall be posted for all programs within the centre. Qualified internal candidates will be considered upon official submission of application by the staff member. External postings advertising the position may occur simultaneously.</u>	11
4.4	<u>Resumes are to be submitted by the applicant and screened by the Director.</u>	11
11.	<u>Letter of Employment</u>	13
13.	<u>Probationary Work Period</u>	14
14.	<u>Performance Review</u>	14
3.	<u>Pay Periods</u>	20
3.2	<u>Mandatory Provisions/Deductions</u>	20
5.	<u>Attendance</u>	21
6.	<u>Meetings</u>	22
6.1	<u>Staff Meetings</u>	22
6.2	<u>Annual General Meeting</u>	22
8.	<u>Overtime</u>	22
10.	<u>General Holidays</u>	23
10.6	<u>In the event that any of the above holidays occur on a weekend, the next regular work day becomes the holiday, or alternatively, another day determined by the Director in consultation with the employees, will be observed as the holiday.</u>	24
11.	<u>Vacations</u>	25
	<u>Date of approval:</u>	
	<u>Date of last revision</u>	26
12.	<u>Leaves</u>	26
12.1	<u>Leave of Absence</u>	26
12.4	<u>Bereavement Leave</u>	29
12.5	<u>Other Leave With and Without Pay.....</u>	29
	<u>Employees may request unpaid education to attend educational institutions, courses, workshops, seminars and conferences in the course of their professional development activities. Approval must be given by the Director, or in the case of the Director, the Personnel Committee. Consideration may also be given to pay salary costs and the costs of courses and other professional development activities for education leave with the approval of the Director and/or Personnel Committee. However, in this scenario, the employee may be required to sign a contract which guarantees that they will return to Tache Community Daycare for a specified amount of time.</u>	30
	<u>Employees may request Civic Duty Leave if called for Jury Duty or as a witness in court. Time off is allowed with pay during the period of his/her duty. The employee's remuneration for such duty from the courts shall be</u>	

payable to the centre by the employee.	30
13. Unauthorized Use of Centre Property	30
15 Dress Code	31
16. Zero Tolerance of Alcohol and Drugs	32
17. Personal Medical Information.....	32
VI Expense Reimbursement	32
Date of approval: _____ Date of last revision _____	32
1. Benefit Plan	33
3. Sick Leave	34
4. Professional Membership	34
3. Staff Meetings	36
IX Discipline Procedures	37
2. Director	38
3. Staff	38
X Grievance Procedure (Complaints/Appeals)	39
1.1 Fire and Emergency Plans: Employees are required to read and become completely aware of and familiar with their duties in the event of a fire, an emergency or a disaster. Fire drills are held once a month to ensure staff preparedness.	40
1.2. Unsafe Areas/Hazardous Conditions: All unsafe areas or hazardous conditions are to be immediately reported to the Director, Supervisor or Workplace Health and Safety Representative.	40
1.3. Incident Reports: Child incident reports must be completed and signed by the staff, director or supervisor then given to parents by the end of the the day, to obtain their signature. Signed incident reports then must be submitted to the office for review, and filing. The Director is expected to track the number of incident reports, complete analysis to determine any trends occurring, and include this in the Director's report to the Board on a monthly basis.	40
1.4. Accident Reports: All accidents /serious incidents must be reported immediately by the employee to the Director or Supervisor to ensure adequate attention is given to the matter including: review of the circumstances leading up to the accident, medical attention required and completion of the Accident Report Form. The form must include the date and time; an explanation the accident; treatment of injury; when parents were called; was medical attention referred; names and signatures of adult witnesses. This form must be submitted to the Day Care Coordinator within 24 hours of the accident occurrence.....	40
3. Non-Smoking Work Environment	43
<u>The employer provides a smoke free environment at all times. Smoking is allowed in designated outdoor smoking areas during scheduled breaks only. Smoking is not permitted when working with the children while on walks, fieldtrips or at the parks.</u>	43
1. Inclement Weather	45
2. Employee Suggestions	45
3. Personal Phone Calls	45
4. Cell Phones.....	45
5. Personal Property	46
ORGANIZATIONAL LEVELS	47

WELCOME...

...TO THE STAFF OF TACHÉ COMMUNITY DAY CARE INC.

Employees of Taché Community Day Care are of vital importance to the optimal functioning of the Centre. The family focused, child-centered service that we provide is diverse in nature, flexible and innovative. The children are the focus and the purpose for our commitment to nurturing care and life-long learning experiences.

You have a significant role to fill and no task is so small that it does not require your undivided attention. Employees are accountable for all their actions. Your behaviors and attitude must reflect the Centre's philosophy and must value dignity and respect for all. Your conduct and professional manner will complement the Centre and the Community we serve. The policies outlined herein will pertain to all staff. The Board of Directors of the Taché Community Day Care Inc. will review them annually. The Board is interested in your welfare and hopes that your skills and knowledge will lend to the development of a progressive Centre in which you will thrive professionally.

Employees will read and familiarize themselves with the policies and protocols contained in this document, the Parent Policy and the Centre Orientation Manuals.

Employees will be familiar with their job descriptions, commit to regular professional development and strive to perform their job to a standard of excellence.

Tache Community Daycare Centre's Philosophy

Each child is a unique individual with rights for love, respect and quality childcare in a warm and nurturing environment. We believe that children learn through play and self-exploration. Children are provided with opportunities to grow socially, emotionally, physically and intellectually. Children are encouraged to develop self confidence, independence, creativity and appropriate social skills. They will have the opportunity to learn how to solve their own problems, become capable of thinking for themselves and gain respect for one's feelings, property and environment.

Our team of childcare professionals tries to ensure quality care is provided to all children by providing a safe and nurturing environment. Since parents play the most important role in their child's life, it is of utmost importance that parents/guardians and the childcare staff develop a trusting relationship and share information regarding their child/children with each other. This combined effort will indeed enhance shaping your child's development.

TACHÉ COMMUNITY DAY CARE INC.
BOARD OF DIRECTORS

Employee Policy Manual
Taché Community Day Care Inc.

Effective date: October 1, 1997
Revised: September, 2006
Approved: October 25, 2006
Reprinted: October, 2006

Second Revision: July 24, 2007
Third Revision: June 21st 2011
Approved:
Reprinted:

I. INTRODUCTION

1. Statement of Principles

- 1.1 The Personnel Policy Manual contains policies and procedures upon which to base decisions pertaining to staff members. The underlying purpose of this document is to outline the policies and procedures which will apply to all employees with respect to the terms and conditions of their employment.
- 1.2 Nothing in the Manual is intended to contravene the law and regulations of the Province of Manitoba as it applies to the conditions of employment or human rights. In the event such a conflict arises, the laws of the Province of Manitoba will be deemed to take precedence over any of the centre policies and regulations.
- 1.3 Consistent and uniform application of policies is essential to maintaining good staff relationships.
- 1.4 The employer considers itself an Equal Opportunities Employer: the principle whereby employment is based on the qualifications of the applicant rather than upon gender, race or other factors not related to ability or performance.
- 1.5 Authority to establish personnel policies rests with the Board of Directors in cooperation with the centre Director and with input from employees. The Director and employees may make suggestions for change to the Board. Final decisions and amendments rest with the Director and Board.

Date of approval: _____ Date of last revision _____

2. Goals and Objectives

- 2.1 The purpose of writing the Personal Policies Manual has been to facilitate effective and transparent management of the daycare by setting forth policies for the guidance of the Board of Directors, the Daycare's management team, and its staff.
- 2.2 Many of the personnel policies are fairly general, but the details should be sufficient for the Director to carry out the spirit and intent of the guidelines herein set forth.
- 2.3 An attempt has been made to be mindful of the basic principles governing the introduction of any centre policies; namely that they be:
 - Fair and transparent
 - Not in conflict with appropriate laws and regulations
 - Made known to all employees and volunteers and
 - That they are applied consistently and uniformly thereafter.

Date of approval: _____ Date of last revision _____

II TERMS OF REFERENCE PERSONNEL COMMITTEE

1. Mandate

The **Personnel Committee** will, with the Director, formulate human resource management policy recommendations for Board consideration. This includes clearly defined personnel policies, job descriptions, and grievance procedures to ensure that Tache Daycare is staffed by qualified, motivated individuals who achieve the desired results efficiently. Employees can provide input or make suggestions to the Personnel Committee via the Director. One option is to review these guidelines at regularly scheduled staff meetings.

Date of approval: _____ Date of last revision _____

2. Responsibilities

2.1 The Personnel Committee is responsible to make recommendations for action to the Board of Directors in the following areas:

- ◆ policies and procedures for human resource management;
- ◆ personnel, salary and benefits;
- ◆ job descriptions for staff and board positions;

2..1 regular reports from the Director concerning all staff changes (including changes in employee status, employee termination, and hiring);

- ◆ an appeal forum for staff when required in a grievance;
- ◆ Recruitment, hiring, evaluation and termination of Director.

2.2 The Personnel Committee will be a standing committee on the Board.

Date of approval: _____ Date of last revision _____

3. Memberships and Meetings

3.1 An individual will be appointed by the Committee to be the chairperson. Members will be made up of selected Board of Director members.

3.2 The Committee will hold regular meetings as determined by the Chair and review policies annually.

3.3 Minutes will be kept of the discussions and decisions taken by the committee and will be on file at the centre and circulated to all staff as applicable/relevant.

3.4 The Director will be an ex-officio member of the committee.

Date of approval: _____ Date of last revision _____

4. Administration Policy

4.1 The administration of personnel policies is the responsibility of the Director, who will consult with the Personnel Committee as necessary.

- 4.2 The Director will be responsible for the work performance and supervision of all employees.
- 4.3 The organization and delegation of responsibility charts are appended (at the back of the manual).

Date of approval: _____ Date of last revision _____

III EMPLOYMENT CATEGORIES

1.1 Regular Full Time

Any regular full time employee is one who:

- ◆ works a minimum of 35-40 hours per week
- ◆ Successfully completes the probationary period
- ◆ Is paid bi-weekly as an hourly employee
- ◆ Is eligible for all benefits detailed within the Personnel Policy Manual, as agreed to within the employment contract, including the Manitoba Child Care Association Group Benefits Plan (MCCA members only) administered through Health Source Plus

1.2 Regular Part Time

Any regular part time employee is one who:

- ◆ works a minimum of 20 hours per week and less than 35 hours per week
- ◆ Successfully completes the probationary period
- ◆ Is paid bi-weekly as an hourly employee
- ◆ Is eligible for all benefits detailed within the Personnel Policy Manual, as agreed to within the employment contract, including the Manitoba Child Care Association Group Benefits Plan (MCCA members only) administered through Health Source Plus

1.3 Casual

A casual employee is one who:

- ◆ Is employed on a casual basis
- ◆ Is paid on a hourly rate on the salary payment schedule
- ◆ Receives vacation pay as required by Employment Standard code
- ◆ Is not eligible for benefits

1.4 Term

A term employee is one who:

- ◆ Is engaged for a period of time either to replace a permanent staff member or to complete a specific project
- ◆ Is paid on a hourly rate on the salary payment schedule
- ◆ Receives vacation pay as required by Employment Standard code
- ◆ Is not eligible for benefits

Date of approval: _____ Date of last revision _____

IV EMPLOYMENT PROCEDURES

1. Authority to Employ

- 1.1 The Board of Directors will authorize the Personnel Committee to hire the Director, approve the terms of employment agreed upon with the person selected; and ensure all employment contracts are duly signed and dated.
- 1.2 The Director works with the Personnel Committee to develop and implement the employment practices. Although the Personnel Committee delegates authority on daily decisions (including the hiring employment and termination of staff) to the Director, the Director will consult with the Personnel Committee on the following items:
 - 1.3 A) hiring – the Director will ensure that the Personnel Committee does due diligence in hiring by supplying the Personnel Committee with the following items prior to an individual being provided with a letter of offer: (1) a proposed letter of offer; (2) a written job description; (3) verification that the dollars are available in the budget; (4) all documentation including, but not limited to, references, child abuse and criminal record checks, and first aid certification (5) resume; and (6) transcriptions and/or appropriate diploma.
 - 1.4 B) termination – the Director will ensure that the Personnel Committee does due diligence by provided the Personnel Committee with all documentation related to the issue including verbal and written reprimands including notes on future expectations, corrective actions taken, etc. Discussions on challenges with employees should be brought to the Personnel Committee’s attention at the earliest possible moment to ensure that no unforeseen circumstances occur.

Date of approval: _____ Date of last revision _____

2. Job Descriptions

- 2.1 The director or designate will be responsible for the preparation and/or approval of a written job description of the responsibilities of each position.
- 2.2 Each position will be fully described in the form of a job description. The purpose of the job description is to inform both employer and employee of the duties of each position.
- 2.3 Every employee will have a copy of his/her job description detailing the type of work required by the position.
- 2.4 Individual job descriptions will be one of the tools for the evaluation of the employee’s performance and will be reviewed for accuracy by the Director and employee during the performance evaluation.
- 2.5 Job descriptions and the employee’s qualifications will be used for determining salary ranges, planning staff needs and recruiting new personnel.

- 2.6 To ensure that the job descriptions are up-to-date, each year the Director will revise all employees' job descriptions, or in the case of the director's job description, the Board will review all job descriptions and will revise them as is deemed necessary.

Date of approval: _____ Date of last revision _____

3. Qualifications

- 3.1 Opportunity for employment will be open to persons who, on the basis of their training, experience, general knowledge and merit, can demonstrate adequate qualifications for the position to be filled.
- 3.2 Qualifications required of a person applying for each position will be clearly written and made available to all candidates.
- 3.3 Candidates are required to be accurate and comprehensive in listing their qualifications. Candidates hired under false credentials are subject to immediate termination without notice.

Date of approval: _____ Date of last revision _____

4. Recruitment

4.1 Executive Director

The Director shall be hired by the Board of Directors. The Personnel Committee will interview candidates and make recommendations to the Board.

4.2 ECE's and Child Care Assistants

The Director will be responsible for selecting, interviewing, and hiring new employees. Upon the request of the Board or Director, a Board member may be designated to help with the hiring of new staff.

4.3 Staff shall be made aware of all vacancies and new positions shall be posted for all programs within the centre. Qualified internal candidates will be considered upon official submission of application by the staff member. External postings advertising the position may occur simultaneously.

4.4 Resumes are to be submitted by the applicant and screened by the Director.

- 4.5 Interviews of a reasonable number of candidates are to be done before selection of the successful applicant. References will be checked.
- 4.6 An offer of employment will be made independently to each employee reflecting, but not limited to, a job description, employee status, and hours of work, benefits, pension, probationary period, and salary range.
- 4.7 All new staff will be provided with the Employee Policy Manual.

- 4.8 A personnel file containing employee information will be opened and will be made available to the employee upon request. This file should include the employee's resume, copies of the letter of employment, notification of probation, classification certificates, first aid certificates, all written correspondence between the employee and Employer, performance appraisals, documentation, etc.

Date of approval: _____ Date of last revision _____

5. Reference Checks

- 5.1 Standard employment practice requires reference checks to be conducted prior to an official offer of employment. Applicants will be requested to provide at least three (3) work related references including one from a direct supervisor. Applicants must give us written permission to contact their references.
- 5.2 Before making an offer of employment reference checks must have been made from a prepared list of questions and responses must be recorded. All references should provide satisfactory information, or should have rationale reasons, recorded where there are concerns.
- 5.3 All references should provide satisfactory information, or should have rational reasons recorded where there are areas of concern.
- 5.4 Reference checks will be conducted with former employers unless the applicant has in writing requested otherwise.

Date of approval: _____ Date of last revision _____

6. Child Abuse and Criminal Records Check

- 6.1 In accordance with Best Practices Licensing Manual for Early Learning and Child Care Centre's section 7(12) childcare centre's must have criminal record and child abuse registry forms signed by the applicant following a job offer. If a criminal record or inclusion on a child abuse registry is found, the director will interview the employee to get the facts. The Director will confirm the information given by the employee with the manager of compliance, program development and qualifications or designated will help the director decide what action to take.
- 6.2 A new employee will not be permitted to be left alone with children until the centre receives confirmation that the information about the person from the criminal record and child abuse registry is satisfactory to the Director.

Date of approval: _____ Date of last revision _____

7. Child Care Classification

All staff employed at the centre must be classified as an early childhood educator or childcare assistant. An application for classification must be completed when the person begins employment at the centre. Applications may be submitted at

www.manitoba.ca/childcare. Transcripts and other necessary identification to support the application will need to be mailed.

Date of approval: _____ Date of last revision _____

8. First Aid and CPR

All staff must carry a valid infant and child First Aid/CPR. New employees are required to become certified within the first month of employment. Employees are responsible for maintaining current certification. A copy of their first aid and CPR certificate must be provided upon employment and upon recertification. Failure to maintain current certification will result in termination of employment.

Date of approval: _____ Date of last revision _____

9. Professional Membership

All employees will be responsible for obtaining and maintaining:

- ◆ A professional or child care assistant membership through Manitoba Child Care Association. Renewal of memberships occurs in late December-early January. Premiums are deducted through monthly payroll deductions. The centre pays for 50% of the professional memberships, not including late fees, for regular full time and regular part time staff.
- ◆ A minimum of 24 hours of professional development on a yearly basis. This will be pro-rated for part time employees.

Date of approval: _____ Date of last revision _____

10. Credentials

Potential candidates and employees are responsible for providing the Director with the appropriate credentials prior to receiving a letter of offer or upon the request of the Director. Credentials will be photocopied and placed in the individual's personal file. All employees are responsible to provide the Director with credentials upon request. Failure to provide credentials will result in termination of employment.

Date of approval: _____ Date of last revision _____

11. Letter of Employment

11.1 An official offer of employment will be provided to the successful candidate. The letter of employment will name parties, the title of the position hired for, the job description, the rate of pay, the working hours, the available benefits, the term of probation, the effective date and any other matters agreed to in the employment negotiations.

11.2 A statement of relevant personnel policies and practices will be incorporated in or attached to the letter.

11.2 Two copies of the Employment Contract will be provided to the new employee. The new employee will sign both copies agreeing to the terms of employment; and return one signed copy to the Director for the employee's file.

Date of approval: _____ Date of last revision _____

12. Orientation

12.1 All new employees will participate in an orientation program either prior to the first day of employment and/or during the first few days of employment.

12.2 The Director is responsible for the development of the orientation program in consultation with the Personnel Committee.

Date of approval: _____ Date of last revision _____

13. Probationary Work Period

13.1 All new employees (including the Director) will be subject to a probationary period for the first 6 months of continuous service during which period they will receive orientation and instruction to familiarize them with the work situation.

13.2 Employee performance will be assessed regularly during this period, with a formal evaluation at the end of 6 months. The employee's performance will be assessed by the Director and/or Supervisor, and the Director, will be assessed by the personnel committee. A decision must be reached to either: 1) hire permanently, 2) dismiss, or 3) continue probation.

13.3 The Director may become eligible for enrolment in the Manitoba Child Care Associations Benefit Plan at the discretion of the Personnel Committee at any time during the six month probation period.

13.4 During the first thirty days of the probationary period, the employer and employee can terminate employment without notice. After 30 days the employers or employee must provide one week's notice before their last day they plan to work.

13.5 Following confirmation of regular status, regular full-time and eligible part-time employees who work a minimum of 20 hours per week will be required to join the Manitoba Child Care Association Group Benefits Plan which is administered through Health Source Plus.

Date of approval: _____ Date of last revision _____

14. Performance Review

- 14.1 New employees will receive an evaluation by the Director and/or Supervisor before the expiration of the probation period. Subsequently, employees will be evaluated twice during the year. Mid-year, an informal discussion will be held to re-examine previously goals and objectives against current performance. Once a year, a formal performance review will be held.
- 14.2 Director Performance Review: Will be initiated and carried out by the Personnel Committee informally at the mid-year review and formally at least once per year.
- 14.3 Employee Performance Review: For the formal performance review, each employee will complete a self-evaluation. This will be reviewed by the Director and/or Supervisor and a writing performance review will be prepared by the Director and/or Supervisor. Once the discussion occurs with the employee, this review will be finalized. These reviews will involve:
- ◆ Goal Planning- to mutually establish short-range and long-range goals and standards of performance and work deadlines.
 - ◆ Performance Review: To review performance, with results compared to the goals and standards previously established.
- 14.4 The final performance review will be signed and dated by the employee and the Director and/or Supervisor. (Director can meet with an individual nominated by the Board).
- 14.5 Results and recommendations of performance reviews will be reported within the Director's report to the Board and will be added to the personnel for each employee.

Date of approval: _____ Date of last revision _____

15. Policies and Procedures

- 15.1 Employees are to become familiar with the Employee Policy Manual, the Parent Manual, their job description and MCCA Code of Ethics.
- 15.2 Employees will also need to be familiar with the rules and regulations which pertain to Tache Community Day Care.
- 15.3 Employees are responsible to become familiar with the Best Practices Licensing Manual for Early Learning and Child Care Centre's.
- 15.4 Employees are expected to arrive on time and carry out the functions of the job to the satisfaction of the Director and/or Board. Evaluation of performance is ongoing.

Date of approval: _____ Date of last revision _____

16. Promotions

- 16.1 The policy of the employer is that vacant positions should, when possible, be filled by promoting employees qualified for the positions.
- 16.2 Employees are to be encouraged and are entitled to apply for vacant positions, as well as to request opportunities for professional development in anticipation of positions becoming available within the organization.
- 16.3 Promotion of employees shall be based on individual performance, efficiency and demonstrated potential following a written evaluation.

Date of approval: _____ Date of last revision _____

17. Termination of Employment

- 17.1 Notice period: As required by legislation, thirty (30) days of full time employment, the employer and employee must give notice to each other to terminate the employment relationship. The notice period required differs for each.

The employer will give the following notice or may pay wages in lieu of notice equal to what would have been earned during the notice period.

Period of employment	Notice period
◆ less than one year	one week
◆ at least one year and less than three years	two weeks
◆ at least three years and less than five years	four weeks
◆ at least five years and less than 10 years	six weeks
◆ at least 10 years	eight weeks

- 17.2. The employee must provide notice based on the following employment period:

◆ more than thirty days and less than one year	one week
◆ more than one year	two weeks

- 17.3. Vacation time cannot be considered as part of the notice period.

- 17.4. No notice is required by either party during the first thirty (30) days of employment.

- 17.5. There are some cases where employers or employees, do not need to give notice of termination:

- ◆ When employment is for a specific length of time or a specific task or job when it is only casual employment and the employees have substantial control over whether they accept shifts or not and are not penalized by employers for choosing not to work
- ◆ Employees act in a manner that constitutes willful misconduct, disobedience or willfully neglect of duty and the behavior is not condoned by the employer
- ◆ If employees act in a manner that is violent in the workplace or is dishonest in the course of employment
- ◆ When employees are placed on a temporary layoff

- ◆ Employers who want to terminate employees without notice must note that the exemptions can be complex and each case needs to be examined individually to determine if notice is required.

17.6 Dismissal:

Following the conclusion of the probationary period when the employee has become a member of the regular staff, the employer may terminate the employment relationship upon the decision of the Director in consultation with the Personnel Committee (or Board of Directors) and with willful knowledge and support of the Board of Directors. Reasons for dismissal can include but are not limited to:

- ◆ Sexual or verbal harassment of children/a fellow employee
- ◆ Misuse of centre funds
- ◆ In subordination
- ◆ Gross incompetence (actions which cost the centre time and money)
- ◆ Inappropriate sharing of confidential information
- ◆ Being under the influence of restricted drugs or alcohol during work hours
- ◆ Chronic absenteeism

17.7 Resignation is to be in writing in all cases. Although the Legislation states that after one year of employment, employees are only required to provide two weeks notice, it is hoped that employees will endeavor to give as much notice as possible in order to ensure the continuing effectiveness of the program.

17.8 Layoffs

- ◆ Layoffs of full time employees due to reorganization or shortage of work and/or funds will be implemented by the Director in consultation with the Personnel Committee (and approval by the Board of Directors). Job roles, skills, experience and length of service, relating to centre workforce requirements may be considered when determining which employee(s) will be laid off.
- ◆ Employee(s) will be notified immediately in writing.
- ◆ Notice or pay in lieu of notice will be awarded in accordance with Employment Standards code. Should the employer wish to provide longer notice or pay in lieu, this may be arranged.

17.9 Expiry of Employment for Term Employees

The centre will inform term staffs of their employment status two weeks prior to the last pay period. Termination procedures, vacation pay and applicable forms and procedures required by the government and sponsoring bodies of staff positions will be outlined to affected employees.

17.10 Providing references for Former Employees

References on behalf of former employees to potential employers will be done by the Director and/or Supervisor using documented information contained in the employee's personnel file, including information contained in performance review forms that had been signed by the employee.

Date of approval: _____ Date of last revision _____

18. Personnel Files

18.1 A confidential file will be maintained for each employee. This file will contain:

- ◆ employment contract
- ◆ resume of the employee
- ◆ any pertinent correspondence, including letters of reprimand and discipline
- ◆ annual performance appraisal
- ◆ salary adjustments
- ◆ current job description
- ◆ correspondence related to changes in job description
- ◆ reference checks, criminal records check and investigation authorization forms
- ◆ copy of current first aid and CPR
- ◆ material related to promotions, pay and employment
- ◆ any applicable tax forms
- ◆ signed privacy/confidentiality policy document
- ◆ any materials related to the Worker's Compensation, Benefit documents and time off request forms

18.2 Personnel files will be maintained by and in the care of the Director and or Supervisor

18.3 Each personnel file will be kept-up-to-date

18.4 Employees will have access to their own personnel file by request to the Director.

Date of approval: _____ Date of last revision _____

19. Confidentiality

Employees are expected to be respectful of the rights of children, families and other staff members. Confidentiality must be maintained at all times and specifically when information pertaining to (but not limited to) names, addresses, phone numbers, personal information such as developmental and behavioral concerns, ethnic background, religious beliefs, economic status and family relationships.

- ◆ Personal and confidential matters pertaining to the Employer, its clients, its children, and its employees, will only be discussed during the course of duty when required. Confidentiality regarding these matters must be maintained. Staff or client home phone numbers will not be given out at any time to any source.
- ◆ Any breach of confidence is considered a serious matter and will be subject to disciplinary action up to and including immediate dismissal.

All employees must read and sign a confidentiality agreement at the start of their employment and at the beginning of each new calendar year.

Date of approval: _____ Date of last revision _____

V CONDITIONS OF EMPLOYMENT

1. Statement Policy

- 1.1 The employer believes in maintaining a positive, productive work environment for all employees.
- 1.2 All forms of harassment define under the Manitoba Human Rights Codes and under the Workplace Safety and Health Act is expressly forbidden.
- 1.3 Employees are expected to work together collaboratively and cooperatively, and to respect the management and the individuals who administer the Personnel Policies.
- 1.4 Employees are expected to work with parents, volunteers and students (and vice versa), and to understand, appreciate and foster a cooperative atmosphere.
- 1.5 Employees are expected to read and abide by the Centre's Code of Conduct. (In appendix)

Date of approval: _____ Date of last revision _____

2. Wage and Salary Administration

- 2.1 *The employer's policy is to use the Manitoba Child Care Associations Guideline Scale as a tool to develop an equitable salary and administration program that maintains salary ranges for staff positions which compare favorably with the average salary ranges for comparable positions in similar workplaces.*
- 2.2 *The employer will review salaries of staff positions to ensure that staff positions are compensated on a comparable basis and reflective of responsibility.*
- 2.4 *The Director has the responsibility (in consultation with the Personnel Committee) to determine the level on the appropriate salary scale at which a new employee will be engaged.*
- 2.5 *The centre endeavors as a matter of policy to maintain fair and appropriate salaries for all employees within the funds available to the centre.*
- 2.6 Reclassified employees will be entitled to the salary on the scale of their re-classified position. The employee will begin at the first level after re-classification.
- 2.7 In preparation for the annual budget the salary scale may be indexed by a cost of living figure for the purpose of ensuring appropriate salary ranges for newly hired employees.

- 2.8 The Director will meet with the Personnel Committee to discuss recommendations for staff salary increases. The Personnel Committee will present the recommendations to the Board of Directors in September, when the budget is being prepared.

Date of approval: _____ Date of last revision _____

3. Pay Periods

- 3.1 Salaries are set on a salary scale and paydays will follow a bi-weekly schedule. Staff will be paid by direct deposit in accordance with the Employment Standards Code.

3.2 Mandatory Provisions/Deductions

The Employer will deduct and/or ensure the following mandatory provisions are made:

- ◆ Income Tax: by payroll deduction
- ◆ Canada Pension Plan: by payroll deduction
- ◆ Employment Insurance: by payroll deduction
- ◆ Health Source Plus Benefit Plan: by payroll deduction
- ◆ MCCA Membership premiums
- ◆ Government Pension Plan

Date of approval: _____ Date of last revision _____

4. Hours of Work and Breaks

- 4.1 The usual hours of operation of the Centre are from 7:00 a.m. until 5:30 p.m. Monday-Friday throughout the year. It is the responsibility of the Director and or Supervisor to ensure that the Centre is adequately staffed at all times.
- 4.2 The Director and or Supervisor, taking into account the enrolment, will determine hours of work and maintenance of child/staff ratios as outlined in the Day Care Standards Act to provide safe, adequate supervision. The Director will establish hours of work for permanent employees and try to give reasonable advance notice of changes in hours of work.
- 4.3 *The Director and or Supervisor will determine the work schedule. This may include rotation of standard shifts.*
- 4.4 The employer recognizes and encourages innovative structuring of work hours, where appropriate. This includes flexibility in determining working times, job sharing and other techniques. All such variations must be approved by the Director. 4.5 The employer also recognizes that on occasion, work hours may exceed 8 hours per day and 40 hours per week, and thereby, provides compensatory time off or overtime pay as required by Manitoba Employment Standards Code. 4.6 Lunch breaks will be determined by the Director and or Supervisor for the appropriate time

of day having regard for the need of staggered lunches to maintain child/staff ratios and group size.

4.7 Lunch time, if omitted, cannot be accumulated as overtime unless with prior approval by the Director and or Supervisor.

4.8 Paid lunch breaks are as follows:

Staff scheduled to work an 8 hour shifts: 1 hour paid lunch

Staff scheduled to work a 7 hour shifts: 45 minute paid lunch

Staff scheduled to work a 5-6 hour shift: 30 minutes paid lunch

Staff scheduled less than 5 hours do not get a break as per Employment Standards.

* Breaks are determined based on shift hours and in accordance with employment standards

4.9 Scheduled work hours are subject to the change based on needs of the Centre. .

4.10 Employees wishing to request specific days off must submit their requests in writing to the Director. These requests will be granted at the discretion of the Director.

(Also see Leaves of Absence.) The Director will submit her request to the Board of Directors or notify the President of the Board of the days he/she will be absent.

4.11 *The Board will approve alterations to the regular hours and staff requirements for a specified summer or Christmas period if deemed necessary. Notice of changes will be posted for parents.*

Date of approval: _____ Date of last revision _____

5. Attendance

5.1 All employees are required to be at work prior to the start of their shift. Should the employee anticipate being late, he or she is required to contact the Director or the Supervisor.

5.2 Frequent or habitual tardiness will be investigated and corrective action may be taken.

5.3 Employees who are absent for any reason must contact their immediate Supervisor/ Director when reasonably possible to ensure that arrangements can be made to ensure minimal disruption to the Day Care's service.

- ◆ Employees who absent themselves from work for unauthorized reasons will be subject to corrective action.
- ◆ Employees who habitually absent themselves from work for just cause will be assessed on their future ability to minimize such absences and if satisfactory attendance cannot be anticipated, the employee may be asked to resign or

may have his or her employment terminated on grounds of inability to meet the requirements of the job.

- ◆ The Director and or the Board of Directors reserve the right to require proof of an employee's claim for just absence from work.
- ◆ An employee who absents himself/herself for two consecutive working days or more, without contacting the Director will be discharged on grounds of job abandonment unless a satisfactory explanation is given for both the absence and failure to contact the Director.
- ◆ The Director must contact the President or nominated individual from the Board of any absences by the Director and indicate who is acting in their position.

Date of approval: _____ Date of last revision _____

6. Meetings

6.1 Staff Meetings

Staff meetings will be held at least once a month. These meetings are considered part of the employee's job description. All employees are expected to attend for the full meeting. Additional meetings may be needed and it is the responsibility of the Director and/or Supervisor to provide notification of such additional meetings. Employees attending after-hours meetings will be given banked time.

6.2 Annual General Meeting

All staff Childhood Educators must attend the Annual General Meeting. Banked time will be provided.

Date of approval: _____ Date of last revision _____

7. Planning Time

All regular full-time staff will receive 1 hour per week of "paid" planning time. Employees are expected to plan developmentally appropriate activities which are based on the principles of the emergent curriculum. Please note that paid planning time is based on the daily needs of the centre. On occasion, it may be necessary for staff to give up their planning time due to unexpected situations.

Date of approval: _____ Date of last revision _____

8. Overtime

- 8.1 Overtime will be scheduled as circumstances dictate, provided always that such additional work is essential to the operation of the Day Care Centre. All overtime must be pre approved by the director and or supervisor. Employees cannot work

overtime without the knowledge or permission of the Director.

8.2 Compensation of Overtime

If the Director requests that any staff member work overtime, the employee will be entitled to time off in lieu/banked time, at the rate of one and one-half times the regular pay calculated on an hourly basis (more than 8 hours in a day/40 hours in a week). There will be no payment of time off for overtime periods of less than 15 minutes in a day. Accumulated overtime by staff should be reported to the Board on a monthly basis.

Note: In calculation of overtime: full time staffs get paid for an 8 hour day, which includes a one hour paid lunch. Because employees are not physically working over the lunch period, overtime is calculated after a 9 hour day or eight hours of "actual time physically worked."

8.3 Some jobs/positions require that some responsibilities be carried out outside the normal hours of work (such as the Director/Supervisor, etc.). This overtime will be treated as banked time and must be taken as time off in lieu, and must be used within 3 months of being earned. If the time is not taken within 3 months, employer must pay out overtime wages at one and one-half times the regular wage for each hour of overtime worked. Both the Director/Supervisor and the employee must sign overtime slips before the end of the next working day. Overtime completed by the Director must be pre-authorized by the President of the Board and reported to the Board on a monthly basis based on a formalized overtime approval system.

8.4 Time off in lieu must be prearranged with the Director and must be managed within the operational requirements of the Daycare. The Director must prearrange time off with the Board of Directors.

Date of approval: _____ Date of last revision _____

10. General Holidays

10.1 The Centre will be closed on the days listed below. Full time employees are entitled to regular pay for General Holidays. Part-time employees' pay will be pro rated according to the Employment Standards Code. The Centre is not required to pay employees for non-general holidays.

<u>Statutory Holidays</u>	<u>Non-General Holidays</u>
New Year's Day	Easter Monday
Louis Riel Day	August Civic Holiday
Good Friday	Boxing Day
Victoria Day	

Canada Day

Labour Day

Thanksgiving

Christmas Day

* Remembrance Day (If it falls on a weekday)

And any additional General Holidays added by provincial legislation.

*Remembrance Day will be observed as a holiday should it fall on a regular weekday, Monday- Friday. If Remembrance Day falls on a Saturday or Sunday, it will not be recognized as a holiday.

10.2 All regular full time employees will be paid their regular day's pay. If the employee's hours fluctuate because of casual or inconsistent hours, the rate to be paid will be calculated at five percent of the employees' total wages during the last 28 days before the holiday.

10.3 Employees will not get paid for the holiday if they are absent from work without permission on their last scheduled workday before the holiday or first scheduled workday after the holiday, unless they are absent because they are ill. Proof of illness may be required.

10.4 The Board recognizes the importance of professional development of its staff and has made the decision to remain open on Easter Monday and close on an alternate day in May so staff can attend the Manitoba Child Care Conference. Parents will continue to be responsible for paying fees for these days. This practice has been approved by the Manitoba Child Day Care Office.

10.5 The Centre will close at 1:00 p.m. Christmas Eve and New Year's Eve.

10.6 In the event that any of the above holidays occur on a weekend, the next regular work day becomes the holiday, or alternatively, another day determined by the Director in consultation with the employees, will be observed as the holiday.

10.7 Any statutory or proclaimed holiday which occurs during the vacation period will be added to the vacation time.

10.8 Observance of religious holidays and personal time may be granted at the discretion of the Director.

Date of approval: _____ Date of last revision _____

11. Vacations

11.1 Vacation Accrual

Vacation time is computed on the basis of time accumulated during the 12 month period from the employee's anniversary date. Vacation accrual is based on the actual hours worked. For example, it does not accrue when one is on a leave of absence," on worker's compensation or when one takes a day without pay.

11.2 Vacation Schedules

- ◆ Employees are eligible for vacation once they have completed one year of work and must take their vacation within 10 months of it being earned. Employees and their employers can agree on when vacation will be taken.
- ◆ Employees may request vacation time for any period they choose subject to the Director's approval. Those employees who do not request their vacation within the prescribed time will have them scheduled for the by the Director to ensure they are taken.
- ◆ Vacation requests for summer time must be submitted in writing before April 1st. Requests after this date will be considered during the periods not already requested and granted to other staff.
- ◆ If an employer and employee cannot agree on when the vacation will be taken, the employer decides. The employer must give the employee notice of 15 days before the vacation will be, and cannot divide the vacation into periods shorter than one week. Employers can schedule their employees' vacations as part of an annual shut down.
- ◆ All vacation schedules must be approved by the Director. The Director's vacation schedule must be approved by the Board of Directors.
- ◆ Employers may pay vacation pay on every pay cheque. Employees are still entitled to take time off as vacation, but do not receive any additional vacation pay while they are off, because it has already been paid on each cheque.

11.3 **The Director's vacation length is determined within the negotiations of their contract.** Employees are eligible for vacation as follows, according to the recommendations made by the Manitoba Child Care Association:

<u>Length of Employment</u>	<u>Annual Vacation Entitlement</u>
0 to completion of 2 years	10 days
Upon completion of 3 years of employment	15 days
Upon completion of 10 years of employment	20 days
Upon completion of 15 years of employment	25 days

11. 4 Casual Employees

Casual and term employees will be entitled to four percent of the regular wages earned. This will be paid out with their regular pay.

Date of approval: _____ Date of last revision _____

11. 5 Vacation Carry Over

Employees are expected to utilize vacation leave in the vacation year in which they are earned. All employees may carry over a maximum of five days vacation leave to the next vacation year. Any days to be carried over must be approved in writing by the Director before the end of the calendar year. The Director must have his/her approval for carried-over vacation days from the Board.

Date of approval: _____ Date of last revision _____

11. 6 Cash-Out of Vacation Leave

Unused vacation leave entitlements can only be paid out to the employee on resignation, retirement or death.

Date of approval: _____ Date of last revision _____

12. Leaves

12.1 Leave of Absence

- ◆ A leave of absence without pay may be granted for sufficient reason if such absence does not unduly disrupt the operation of the facility.
- ◆ Leave of absences can not be used in lieu of sick days. Special consideration may be made only under extreme circumstances and pre-approval by the Director and Board of Directors
- ◆ Except in case of an emergency, employees wishing to obtain a leave of absence of one week or more will present such request, in writing to the Director and Board of Directors, at least 4 weeks before the requested leave. The Director must request a leave of absence for himself/herself at the Board meeting prior to the requested leave.
- ◆ The Director may authorize leaves of absence, which he or she deems to be for sufficient reason. The employee will receive in writing a response to the application when reasonably possible, before the intended leave.
- ◆ Extended leaves of absence without pay will impact the employee's coverage under the benefit plan. Employees wishing to maintain coverage must prepay both the employer and employee share of the benefit premiums.

- ◆ An employee, whose short-term disability has been either denied or terminated, has been denied long-term disability and feels he/she is unable to return to work immediately, must submit, in writing to the Director, a request for additional time off and the date he/she will be returning to work. The Board of Directors will review the request and will make the final decision. If denied, the employee must either return to work the next working day following verbal notification of the denial or resign. If approved, the employee must sign an agreement to return to work and either forfeit benefit coverage or prepay the benefit premiums as outlined in the previous paragraph.

Date of approval: _____ Date of last revision _____

12.2 Sick Leave

- ◆ All full-time employees will accumulate sick leave. Sick leave is accumulated at the rate of 4.6% which will be approximately 1 day per month. Unused sick leave may be accumulated to a maximum of 12 days, per fiscal year. At the end of the fiscal year, any remaining sick days not used, will be paid out as an attendance bonus and the sick days will be zeroed out.
- ◆ Unused sick days will not be paid out upon termination of employment. Employees will begin to accumulate sick days at the beginning of the fiscal year.
- ◆ Part-time employees will receive 4.6% which will be approximately seven hours of sick leave credit for each 160 hours of work. A part-time employee will receive sick leave benefits based on the number of hours the employee was scheduled to work the day they called in sick.
- ◆ In the event of termination of employment, there will be no payout of accrued sick leave benefits.

During the course of a year, a full time employee will accrue 12 sick days. Accrued sick days can be used as follows:

1. Unavoidable absences from work due to the employee's illness;
2. Unavoidable absences due to an illness in the immediate family as defined below;
3. "Mental health" or "wellness days" (see "Wellness Days") which can be pre-booked;
4. Medical appointments for the employee or their immediate family provided that banked time is not available.

Exceptional circumstances will be reviewed by the Board and will be considered on an individual basis.

- ◆ Employees must notify the Director and or Supervisor at the earliest possible time before the Centre is opened. Failure to do so could result in the loss of sick leave. If illness involves more than one day, the employee will notify the Centre daily.
- ◆ Employees who become sick while at work must report their illness to the Director and/or Supervisor before going home, as replacement staff will need to be found.
- ◆ A doctor's certificate may be requested:
 1. at any time or for any sick leave lasting two or more days;
 2. at any other time where abuse is suspected and;
 3. where a pattern of frequent or lengthy illness develops.
- ◆ Extensive use or misuse of sick time, whether accumulated or not, will be brought to the attention of the Board and corrective action may be taken.
- ◆ Appointments should be arranged to ensure the least amount of impact to the operations of the Daycare. Ideally, appointments can be made outside of normal working hours, but if it is necessary for an appointment to occur during a shift, the end or beginning of a shift is the easiest to accommodate. In addition, as much lead time as possible should be provided to ensure that scheduling changes can be made without significant disruption to the Daycare.
- ◆ Immediate family is defined as one's children, stepchildren, parents, grandparents, and spouses, common law spouses, brothers, sisters, step-brothers, step-sisters, aunts, uncles, nieces and nephews are all considered family. The definition also includes those who are not related, but are considered a family member.

Date of approval: _____ Date of last revision _____

12.3 Wellness Days

If an employee is going to use a sick day as a "wellness day," it is appreciated if staff would pre-book these with the Director to ensure that scheduling can be accommodated. Only one wellness day can be used at one time. Wellness days cannot be added to vacation days. The Director must similarly pre-book these with the President of the Board and/or Board of Directors. The request will be granted where operationally permitting. (Refer to 13.2)

Date of approval: _____ Date of last revision _____

12.4 Bereavement Leave

On the occasion of death or serious illness in the immediate family, compassionate leave will be granted for a period of up to three (3) days in the immediate area of residence and up to six (6) days for extended travel with pay, at the discretion of the Director.

Date of approval: _____ Date of last revision _____

12.5 Other Leave With and Without Pay

Employees may request unpaid *compassionate care leave*, which is defined as the opportunity to assist an extended family member who is critically ill and requires/support for several weeks, up to a period of eight (8) weeks.

A female employee is entitled to and will be granted unpaid *maternity leave* according to the Employment Standards Code.

A male employee is entitled to and will be granted unpaid *paternity leave* according to the Employment Standards Code.

Every employee who has adopted a child is entitled to and will be granted unpaid *parental leave* according to the Employment Standards Code.

Personal leave for employees who find it necessary to attend to personal issues or situations. Requests for such leaves must be submitted to the Director for approval.

Employees may request *unpaid education* to attend educational institutions, courses, workshops, seminars and conferences in the course of their professional development activities. Approval must be given by the Director, or in the case of the Director, the Personnel Committee. Consideration may also be given to pay salary costs and the costs of courses and other professional development activities for education leave with the approval of the Director and/or Personnel Committee. However, in this scenario, the employee may be required to sign a contract which guarantees that they will return to Tache Community Daycare for a specified amount of time.

Employees may request *Civic Duty Leave* if called for Jury Duty or as a witness in court. Time off is allowed with pay during the period of his/her duty. The employee's remuneration for such duty from the courts shall be payable to the centre by the employee.

Requests for leave should be in writing to the Director, as far in advance as practical. Supporting medical or other confirming documentation may be required.

The following factors will be considered before a leave of absence is recommended:

- ◆ Leave will only be granted during the first year of employment under special circumstances.
- ◆ Leave of absence should be granted as an extension of vacation only if it does not jeopardize the work of the centre or the holiday schedule of other employees.
- ◆ Except in emergency situations, all requests for leaves of absence must be made in writing specifying the reason for the leave and the proposed dates of departure and return.
- ◆ If an employee who has been granted a leave of absence does not return to work on the day agreed, this will be considered sufficient reason for termination of employment.
- ◆ Employees granted leave of absence without pay will be required to prepay all monthly payroll deductions which will come during the absence.

Date of approval: _____ Date of last revision _____

13. Unauthorized Use of Centre Property

No employee will utilize any centre office, equipment or supplies in the performance of non-centre employment without the written authorization from the Director. Removal of centre property from the premises for non-employment related work (e.g. splash 'n slide, games, videos, art supplies) requires written permission from the Director.

Date of approval: _____ Date of last revision _____

14. Change of Status

Employees are responsible for notifying the Director/Supervisor of any change to their personnel circumstances relative to their employment as soon after the change as is practical (e.g. change of address, phone number, number of dependents, next of kin, marital status, beneficiaries, change of name, ect).

Date of approval: _____ Date of last revision _____

15 Dress Code

Our centre strives to promote a professional image to our families and to the public. Employees are expected to be neat and well groomed and to wear appropriate clothing during work hours. Clothing and grooming should not be distracting.

- ◆ Shirts need to be long enough to cover the tops of pants so that when bending, sitting or reaching bare skin is not visible.
- ◆ Low rise jeans/pants should not reveal underwear or bare skin.
- ◆ Pants/jeans must be in good repair (not torn)

- ◆ Short shorts and skirts are not acceptable. A 5" in-seam length or longer is typically acceptable for shorts.
- ◆ Footwear should be flat or low heeled to allow for safe and comfortable movement during daily child related activities such as running. Flip flops are not considered to be appropriate footwear.
- ◆ Slogans and inappropriate innuendos should not be worn on shirts.
- ◆ Low cut shirts exposing cleavage are inappropriate and should not be worn.
- ◆ Excessive jewelry is considered unsafe.
- ◆ Body and facial piercing should be minimal
- ◆ Halter tops, tube tops, spaghetti straps and going braless are unacceptable.
- ◆ Clothing should cover controversial or offensive tattoos.
- ◆ Bathing suits should be one-piece, covered with a t-shirt and worn for water activities only.

Date of approval: _____ Date of last revision _____

16. Zero Tolerance of Alcohol and Drugs

Under no circumstances is any employee to show up for work under the influence of alcohol or drugs. Nor is it acceptable for them to consume alcohol or drugs while on duty, whether with children or on breaks. Any breach of this policy is considered a serious matter and will be subject to disciplinary action up to and including dismissal.*

**** Note: This rule will be strictly enforced.**

Date of approval: _____ Date of last revision _____

17. Personal Medical Information

All staff will be required to provide the Director with a current medical emergency sheet. This will include any medication currently being taken, medical conditions and current emergency contact information. Mandatory review on a regular to maintain accuracy. This information will remain confidential and be used only in the case of a medical emergency.

Date of approval: _____ Date of last revision _____

VI Expense Reimbursement

1. Working Out-side Regular Centre Hours

- 1.1 Employees who do work in the evening for the employer (e.g. The Annual General Meeting or other similar functions within their capacity as employees) either within or outside the centre may have related expenses reimbursed, on prior agreement by the Director. Such reimbursement will be authorized where the work requires attendance at meal time (not situations where the duties take place after dinner hours- for example an evening meeting starting at 6:30). The Director will arrange for a light dinner for staff meetings starting at 5:30.

Date of approval: _____ Date of last revision _____

2. Meals

- 2.1 Employees are expected to provide their own lunches during the regular work hours, with the possible exception of situations which necessitate being out of the office. Employees whose work takes them away from the office during normal lunch hours are expected to provide their own lunches, unless otherwise authorized by the Director. Where authorized, the Civil Service Reimbursement (see appendix) shall be the guideline. Expenses must be pre-approved by the Director and receipts for the expenses should be submitted to the Director for reimbursement.

Date of approval: _____ Date of last revision _____

3. Auto Allowance and Travel

- 3.1 Employees will be reimbursed for the business use of their personal cars on a kilometer basis at the rate of .40. This amount shall be increased consistent with the kilometer rate paid by the Province of Manitoba to its employees. Employees must submit a travel reimbursement form within two (2) weeks of said use.
- 3.2 The distance driven between the employee's residence and the centre is not eligible for remuneration.
- 3.3 The employee's home may be used as the point of departure and return when the employee lives outside of town and is expected to travel outside of usual work hours from home to centre activities such as a meeting.
- 3.4 When parking costs are incurred in the performance of the employee's duties outside of the centre, these will be reimbursed by the Director upon presentation of a receipt proving alternate parking was unavailable.
- 3.5 The costs associated with attending conferences may be covered with prior authorization of the Director. The approval will include the identification of the expected expenses for the conference/workshop registration where applicable; travel, lodging, and daily per diem rate (see Reimbursement Schedule in the appendix). Receipts must be provided by the employee for reimbursement.

Date of approval: _____ Date of last revision _____

VII Employee Benefits

1. Benefit Plan

- ◆ After three-months, employees who work twenty (20) hours a week or more must join MCCA and its Group Insurance Plan offered by the Centre and carry a minimum of Disability and Life Insurance. The Plan offers Basic Life Insurance, Optional Life Insurance, Principal Sum Insurance, Weekly Income Insurance, Long-Term Disability Insurance, and Optional Spouse Life Insurance. Please refer to the Group Insurance Plan pamphlet for further information about the Plan. A copy of the pamphlet is available from the Director.
- ◆ Membership and a minimum of Disability and Life insurance is a condition of employment. The Daycare will pay fifty (50) percent of the insurance premium from the date of eligibility. The employee's share of the premium will be deducted from his/her pay and submitted to the Health Source Plus.
- ◆ Employees wishing a continuation of benefit coverage during unpaid leaves of absence or during short/long term disability must pay both the employer and the employee portions of the premiums. In some cases, pending Board approval, the center may continue to pay the employer portion of the benefits premiums conditional upon the employee arranging payment of his/her portion in advance of the leave.

2. Attendance Bonus

At the end of the fiscal year (September 30) any "unused sick days" will be paid out to staff in the form of an "attendance bonus" at the regular rate of pay.

3. Sick Leave

- ◆ All full-time employees will accumulate sick leave. Sick leave is accumulated at the rate of 1 day per month. Unused sick leave may be accumulated to a maximum of 12 days, per fiscal year. (Refer to 13.2)
- ◆ Part-time employees will receive seven hours of sick leave credit for each 147 hours of work. (Refer to 13.2)

4. Professional Membership

All Early Childhood Educators and regular childcare care assistants will be required to become a professional member of the Manitoba Child Care Association (MCCA). The center will pay for fifty (50) percent of the cost of membership VIII Staff Training and Development.

5. Group Registered Retirement Saving Plan

The employee and the employer will each contribute 4% into the pension plan. The employee may contribute more. All full-time and part time employees are eligible to join

the plan immediately. Full-time employees hired after the plan is set up must join within two years of their employment.

6. Years of Service Recognition

The Board of Directors recognizes employees who have made a commitment to long term employment at the centre. Staffs are honored at the Annual General Meeting during/after 5, 10, 15 and 20 years of service at the Centre. Employees will receive a Gift Card valued at \$10.00 per year of service.

Date of approval: _____ Date of last revision _____

VIII STAFF TRAINING and DEVELOPMENT

1. Professional Development

- 1.1 Employees are encouraged to participate in various courses, seminars, conferences and workshops, where these will assist in the employees' development and improve performance and be beneficial to the centre.
- 1.2 All employees are encouraged to keep abreast of the latest developments and trends in their field of work. Some literature will be paid for by the employer if provision has been made within a designated budget category.
- 1.3 Selection for attendance and financial assistance to the employee will be made at the discretion of the Director, based on outcomes of performance appraisal interviews and subject to the budget capacity.
- 1.4 In order to ensure child care practitioners competently support and encourage children's development and learning throughout their career, all staff must complete a minimum of 24 hours of professional development training each year. This includes training in inclusion.

* All staff must make professional development a priority.

Date of approval: _____ Date of last revision _____

2. Education Fees

- 2.1 The provincial government has put forth some great financial incentives for childcare assistants to obtain their Early Childhood Educator II classification. In addition, Early Childhood Educators II can upgrade their classification to an ECE III and be eligible to receive a training grant of \$350.00 per year. Please see the Director for more information.
- 2.2 The cost of some training and development courses sought by employees may be covered by the centre, with prior approval by the Director. The books would become the property of the centre resource library. Employees may request payment for the approved course prior to registration; however, this cost would have to be repaid to

the centre if the employee were unsuccessful or did not attend the event.

- 2.2 If the employee voluntarily leaves their position less than 12 months following the completion of the training or development course which were in excess of \$100.00, all fees which had been reimbursed to the employee must be repaid in full to the centre.
- 2.3 Regular part time employees may be allotted training time on a pro rated basis.
- 2.4 Employees may be expected to present the information learned at the training event to fellow co-workers at the staff meeting.

Date of approval: _____ Date of last revision _____

3. Staff Meetings

- 3.1 Staff meetings will be held at least once a month. These meetings are considered part of the employee's job description. All employees are expected to attend for the full meeting. Additional meetings may be needed and it is the responsibility of the Director and/or Supervisor to provide notification of such additional meetings.
- 3.2 Employees attending after-hours meetings will be given banked time.
- 3.3 Employees are encouraged to raise matters of interest and/or concern at the regular staff meetings. If there is a topic of interest, please inform the Director at least 3 days prior to the upcoming staff meeting so as it can be placed on the agenda. Minutes will be taken to be available to staff and kept on file.

Date of approval: _____ Date of last revision _____

4. Professionalism

- 4.1 Standards of Practice: is a commitment from each employee to provide a high level of practice in their daily work.
- 4.2 Code of Ethics and Accountability

A shared code of ethics that helps guide ethical decision making is a defining feature of a profession. It means that everyone is committed to conducting themselves in a certain way and to making the best choice possible when faced with ethical dilemmas.

The Code of Ethics is made up of eight principles which are intended to guide ECEs in deciding on correct conduct. The principles are as follows:

- ◆ Early childhood educators promote the health and well-being of all children.
- ◆ Early childhood educators use developmentally appropriate practices when working with all children.
- ◆ Early childhood educators demonstrate caring for all children in all aspects of their practice.
- ◆ Early childhood educators work in partnership with parents, supporting them in meeting their responsibilities to their children.

- ◆ Early childhood educators work in partnership with colleagues and other service providers in the community to support the well-being of families
- ◆ Early childhood educators work in ways to enhance human dignity
- ◆ Early childhood educators pursue, on an ongoing basis, the knowledge, skills and self-awareness needed to be professionally competent.
- ◆ Early childhood educators demonstrate integrity in all of their professional relationships.

The importance of understanding the Code of Ethics and making a commitment to ethical decision making, is a key factor towards the professionalization of the field.

Date of approval: _____ Date of last revision _____

IX Discipline Procedures

1. Matters requiring disciplinary action will normally follow the definitions below:

- 1) **Verbal Reprimand** -A reprimand is a warning that the employee's actions are inappropriate and/or unacceptable.
- 2) **Written Reprimand** -This will describe the problem, corrective measures to be taken and the time frame for said measures.
- 3) **Suspension** – A suspension of up to 3 weeks may be issued because of conduct potentially or actually harmful to a child, co-worker, or Board member; disruption of the function of the Day Care; repeated tardiness; unjustified absence; and/or drug or alcohol related offences. During this period, the employee will have the opportunity to approach the Director, or in the case of the Director, the Board, to discuss the problem. The Director/Board will review the details of the situation to arrive at a recommendation to reinstate or terminate the employee. During suspension, there will be no pay for the employee in question.

Date of approval: _____ Date of last revision _____

- 4) **Termination of Employment** - Depending on the severity of the problem, termination of employment could result. Notice of termination must follow current Employment Standards Code guidelines.

The Employer, according to the Employment Standards Code, has just cause for immediate termination of employment because of an employee's:

- a) Improper Conduct; or
- b) Insubordination; or
- c) Dishonesty.

The Director has the authority to discipline employees by way of verbal reprimand, written reprimand, or suspension. In the event that termination is indicated, the Board makes the decision on the basis of a report or recommendation made by the Director. The employee will be called upon to discuss the problem. When a reprimand is issued, alternative actions will be specified. A copy of a written reprimand will be placed in the employee's personnel file. An employee will be asked to sign a written reprimand.

There are some cases where employers or employees, do not need to give notice of termination:

- ◆ when employment is for a specific length of time or a specific task or job
- ◆ when it is only casual employment and the employees have substantial control over whether they accept shifts or not and are not penalized by employers for choosing not to work
- ◆ employees act in a manner that constitutes willful misconduct, disobedience or willful neglect of duty and the behaviors is not condoned by the employer
- ◆ if employees act in a manner that is violent in the workplace or is dishonest in the course of employment
- ◆ when employees are placed on a temporary layoff

Employers who want to terminate employees without notice must note that the exemptions can be complex and each case needs to be examined individually to determine if notice is required

Date of approval: _____ Date of last revision _____

2. Director

When the Board believes that disciplinary action with respect to the Director is necessary, the following process will take place:

- 1) Documentation of the misconduct or poor work performance will be gathered and presented to the Director, who will have an opportunity to respond.
- 2) Depending upon the facts and the seriousness of the misconduct, a verbal warning may be issued and noted in writing in the Director's personnel file.
- 3) Should misconduct or poor performance continue, a written warning will be issued and retained in the personnel file.
- 4) Should further misconduct or poor work performance take place, the Board would have the following options:
 - a) a second warning and a probationary period wherein dismissal may result with cause, or be resolved by satisfactory performance; or
 - b) suspension; or
 - c) immediate dismissal with cause.

Date of approval: _____ Date of last revision _____

3. Staff

Where the Director believes that disciplinary action with respect to the employee is warranted, the following process will take place:

- 1) The facts of the misconduct or poor work performance will be gathered and presented to the employee who will have the opportunity to respond.
- 2) Depending on the facts and the seriousness of the misconduct or poor work performance a verbal warning may be issued and will be noted in the employee's personnel file.
- 3) Should the misconduct or poor work performance continue, a written report will be issued and noted in the employee's personnel file. At this time, the employee may write and attach to the warning an appropriate response.
- 4) Should further misconduct or poor work performance takes place, the Director would have the following options:
 - a) a second written warning and probation period, wherein dismissal may result with cause, or be resolved by satisfactory performance; or
 - b) suspension; or
 - c) immediate dismissal with cause.

Date of approval: _____ Date of last revision _____

X Grievance Procedure (Complaints/Appeals)

From time to time, matters arise which do not seem equitable to an employee. It is the responsibility of the employee to discuss the grievance with his or her next organizational level. In the case of fellow employees, he/she would contact the Director. If the grievance cannot be resolved, the matter should go to the next level (i.e., the Board).

It is recognized that an effective procedure for settling employee grievances is essential for sound personnel relations.

Where the Director feels there has been a violation in the implementation of personnel practices of the Centre, he or she may present a written grievance to the Board. In all cases, the response to the grievance is the responsibility of the Board.

When the employee feels there has been a violation in the implementation of personnel practices of the Centre, he or she is entitled to use the Grievance Procedure. This procedure is as follows:

Step 1: Preliminary Discussion- The aggrieved employee discusses the complaint with the Director. All employees are encouraged to present and discuss with the Director any unresolved issues related to work, working conditions,

human resource policies or procedures and attempt to resolve it within 5 working days.

Step 2: If a grievance is not satisfactory resolved through the initial discussion, the employee may submit such grievance in writing to the Director requesting a response in writing within five days.

Step 3: Failing a satisfactory written response from the Director, the employee may submit the grievance in writing to the Personnel Committee/ Chairperson along with a copy of the first letter written to the Director and the Director's written response. The Personnel Committee/ Chairperson will provide a written response within 5-10 days.

Step 4: The Personnel Committee chairperson may request a personal interview with the staff member at their discretion. Should the grievance remain unresolved, a separate interview will be held with the Director and Personnel Committee.

Date of approval: _____ Date of last revision _____

XI Safety and Health

1. Workplace Safety and Health

1.1 Fire and Emergency Plans: Employees are required to read and become completely aware of and familiar with their duties in the event of a fire, an emergency or a disaster. Fire drills are held once a month to ensure staff preparedness.

1.2. Unsafe Areas/Hazardous Conditions: All unsafe areas or hazardous conditions are to be immediately reported to the Director, Supervisor or Workplace Health and Safety Representative.

1.3. Incident Reports: Child incident reports must be completed and signed by the staff, director and or supervisor then given to parents by the end of the *the day*, to obtain their signature. Signed incident reports then must be submitted to the office for review, and filing. The Director is expected to track the number of incident reports, complete analysis to determine any trends occurring, and include this in the Director's report to the Board on a monthly basis.

1.4. Accident Reports: All accidents /serious incidents must be reported immediately by the employee to the Director or Supervisor to ensure adequate attention is given to the matter including: review of the circumstances leading up to the accident, medical attention required and completion of the Accident Report Form. The form must include the date and time; an explanation the accident; treatment of injury; when parents were called; was medical attention referred; names and signatures of adult witnesses. This form must be submitted to the Day Care Coordinator within 24 hours of the accident occurrence.

1.5 Accident Reports relating to Head Injuries: All accidents must be reported immediately by the employee to the Director to ensure adequate attention is given to the medical attention required and calling the parents to determine if any other medical attention is required. Later in the day, a review of the circumstances leading up to the accident can occur and future correction action may be taken. An Accident Report Form must be filled out that contains the date and time; an explanation the accident; treatment of injury; when parents were called; was medical attention referred; names and signatures of adult witnesses. This form must be submitted to the Day Care Coordinator within 24 hours of the accident occurrence.

1.6 Worker's Compensation: Although the employer pays workers compensation on behalf of its employees, it encourages employees to work safely and to take responsibility for their own safe work environment.

1.7 The employer promotes safe work and health practices as legislated by the *Workplace Safety and Health Act*. In addition, the employer encourages work strategies that reduce stressors in the workplace by encouraging employees to:

- ◆ take their scheduled lunch breaks
- ◆ discuss their concerns and problems openly with the Director
- ◆ work cooperatively with all team members to share duties and responsibilities where appropriate.

1.8 Workplace Hazardous Materials Information System: Childcare settings must follow Workplace Hazardous Materials Information System (WHMIS). There are four parts to WHMIS:

- 1) Controlled Products Inventory
- 2) Material Safety Data Sheets
- 3) Labeling
- 4) Worker Training and Education

All staff should be trained in proper procedures for using and storing hazardous materials. The training ensures that the other parts to WHMIS are understood and followed by every employee.

1.9 Workplace Safety and Health Committee/Representative: Where there are 20 or more workers in a workplace, there must be a Workplace Safety and Health Committee in place. The committee must consist of no less than 4 and no more than 12 members, at least half of which are workers.

Where there are less than 20 workers but 10 or more workers, there must be a Workplace Safety and Health Representative appointed/elected who is not a member of management. Duties of the committee/representative can be obtain from the Director.

Date of approval: _____ Date of last revision _____

2. Harassment

Taché Community Daycare is committed to providing a safe and respectful work environment for all staff. No one may be harassed and no one has the right

to harass anyone else, at work or in any situation related to employment with Taché Community Daycare. We ask that any employee who experiences harassment or sees another person harassed reports it. Employees are responsible to co-operate in the investigation of a harassment complaint. Anyone who investigates or gives evidence in a complaint investigation is asked to keep details confidential until the investigation is complete. All employees have the right to file a complaint with the Manitoba Human Rights Commission. A complaint must be made within six months of the date of the last incident of harassment. This policy is a step toward ensuring that our workplace is a respectful and safe place for all of us, free from harassment. The Director must ensure, as much as possible, that no employee is harassed in the workplace. The Director will take corrective action with anyone under their direction who harasses another person. The Director will not disclose the name of a complainant or an alleged harasser or the circumstances of the complaint to anyone except where disclosure is:

- _ necessary to investigate the complaint
- _ a part of taking corrective action
- _ required by law

The harassment prevention policy does not discourage or prevent anyone from exercising their legal rights. The Director is responsible for keeping a safe work environment, free of harassment.

Procedures Applying to Complaints of Harassment

If you are harassed, the first thing to do is tell the person harassing you to stop, if you feel comfortable doing that. You can do this in person or in writing. If you feel unable to deal with him or her directly, you can speak to your director or our Workplace Health and Safety Representative.

There may be informal ways to handle your complaint. The director may speak to the harasser. The director may also arrange for mediation, in which a neutral third party helps the people involved reach an acceptable solution. If the informal route does not succeed or is not appropriate, the director will support its employees in filing a formal complaint. The complaint will be investigated thoroughly and promptly by an independent party (either within the organization or outside of it) trained to investigate such matters. When the investigation is complete, the investigator will provide a written report for management. The Director will inform the person who filed the complaint and the harasser of any remedies or disciplinary action.

Date of approval: _____ Date of last revision _____

3. Non-Smoking Work Environment

The employer provides a smoke free environment at all times. Smoking is allowed in designated outdoor smoking areas during scheduled breaks only. Smoking is not permitted when working with the children while on walks, fieldtrips or at the parks.

Date of approval: _____ Date of last revision _____

XII OTHER EMPLOYMENT

1. When an employee does engage in other employment, and it is found to be affecting their performance and/or attendance, the employee will cease all other employment or resign from their employment from the Centre. Such other employment must not contradict the philosophy of the Centre or jeopardize the Employer's integrity with those persons or groups with which the Employer interacts.

Date of approval: _____ Date of last revision

XII USE of EMAIL, LAPTOPS, ELECTRONIC DEVICES and the INTERNET

All use of email, cell phones, laptops, electronic devices, and the internet during working hours must be related to the work the employee is performing. All laws with respect to intellectual property must be upheld. The confidentiality principles used in Tache Community Daycare must be maintained at all times.

This policy is meant to ensure that people's privacy and the confidentiality of information about the Centre, children, parents/guardians and staff is upheld. Everyone involved with the Centre must adhere to this policy. Failure to do so can result in consequences and disciplinary action.

- ◆ Staff may use the internet when appropriate to access information needed to conduct Centre business and are responsible for using the internet in a manner that is ethical and lawful.
- ◆ E-mail is to be used for business purposes only.
- ◆ Staff, children and all others using the Centre's computers and electronic devices must respect and protect the privacy of others and the integrity of all electronic resources.
- ◆ All intellectual property (ideas, creations and copyrights) of others must be respected and protected. All communication must be in a respectful manner and the use, or discovery of the use of any threatening or inappropriate material must be reported.

Inappropriate use includes, but is not limited to:

- ◆ Intentionally accessing, transmitting, copying or creating material that

- violates the confidentiality of children, parents/guardians, staff or the Centre itself
- ◆ Intentionally accessing, transmitting, copying or creating material that violates the Centre's Code of Conduct which includes messages that are pornographic, threatening, rude, harassing, bullying or discriminating
 - ◆ Intentionally accessing, transmitting, copying or creating material that is illegal, such as obscenity, stolen material or illegal copies of copyrighted works
 - ◆ Using the Centre's technological resources for personal use without permission or for personal gain.

Employees may not use cell phones or any other personal electronic devices when they are caring for and supervising children. Anyone who may need to contact a staff person during the staff person's regularly scheduled working hours must contact the Centre's direct line. Staff cell phones and other electronic devices must be turned off and kept in their purse. Any staff seen using their cell phone when they are not suppose to be using it, will have it taken away from them and placed in the office until the end of their shift. If this continues to be a problem, the employee will be requested to leave their cell phone either in their car, at home or in the office until the end of their shift.

If, for safety purposes, it is necessary for staff to take a personal cell phone during the course of outings with children, it must be used only for emergency contact with the Centre and/or the child's parents/guardians.

Employees are not permitted to use a cell phone or other electronic device to photograph or videotape children. Each room has a Centre camera for this purpose.

Information about staff, children, parents/guardians and the Centre (including photos and videos) must not be posted on a staff person's personal web space, any social networking site (e.g. blogs, Face book, MySpace, Twitter), any public networking or file sharing site (e.g. Photo bucket, Flickr, YouTube) or any other type of internet website.

Employees must not accept children as "friends" or "buddies" when using social networking sites such as Face book or MSN.

Authorized employees of the facility have the right to monitor the use of information technology resources and to examine, use and disclose any data found. They may use this information in disciplinary actions, and release to the police if it is criminal in nature.

Date of approval: _____ Date of last revision _____

XIV MISCELLANEOUS PROVISIONS

1. Inclement Weather

Employees who cannot travel to work due to inclement weather will not be paid for such work missed. However, upon request they will be scheduled to work an equal amount of compensation time (at a regular rate of pay) when it is practical or time missed maybe deducted from any accumulated overtime. In the event the Day Care is unable to open, the Director will notify CJOB Radio and the staff should listen for news of closure or check CJOB’s web site. Employees will be paid for the first day of a closure. If the closure is longer than one day, employees will be paid with banked time or holiday pay.

Closure due to snow conditions will be consistent with the Seine River School Division closures. Announcements of such closures will be aired on radio and television. Employees must confirm operational status with the Director/Supervisor regardless.

Date of approval: _____ Date of last revision _____

2. Employee Suggestions

Employees are encouraged to forward suggestions, ideas, concerns and comments regarding maximizing the Centre’s operation and improving the quality of our programs. Employees are welcome to submit proposals to the Director.

Date of approval: _____ Date of last revision _____

3. Personal Phone Calls

In-coming personal calls cause disruption to the program and are to be avoided. Staff may use the staff phone for personal calls on their lunch breaks. Employees are not to charge long distance calls to the Day Care Centre.

Date of approval: _____ Date of last revision _____

4. Cell Phones

With the exception of the daycare cell phone that is used for field trips, employees are to refrain from using their personal cell phones during working hours. Cell phone calls should be limited to breaks and in the staff room, away from the children. Cell phones should not be used on outings except in emergency situations. This also includes all cell phone features such as photo, video and text messaging. (Refer to the policy “Use of Email, Electronic Devices and the Internet”)

Date of approval: _____ Date of last revision _____

5. Personal Property

All personal belongings such as purses must be kept out of the reach of children. Please keep personal belongings in areas designated for staff. Medications, poisons, or other substances must be kept out of the reach of children.

Date of approval: _____ Date of last revision _____

XII Definitions:

Program: Refers to programs within Tache Community Day Care Inc., including infant, preschool and school-age programs.

Board of Directors: Volunteers comprised of family and community members.

Director: Most senior staff person responsible for the daily operations and management of the Centre.

Supervisor: Second most senior staff person responsible for the daily management of the programs. He/she acts as a designate on behalf of the Executive Director.

Team Leader: Staff member designated as the person responsible for the daily operations of their program.

Inclusion Specialist: Staff specifically trained to care for children with specific learning and developmental needs.

Date of approval: _____ Approved by _____



ORGANIZATIONAL LEVELS

TACHÉ COMMUNITY DAY CARE INC.

MINISTER OF FAMILY SERVICES



CHILD DAY CARE PROGRAM



EASTMAN COORDINATOR



BOARD OF DIRECTORS



DIRECTOR



EARLY CHILDHOOD EDUCATOR

THIS IS THE BASIC ORGANIZATIONAL FLOW CHART THAT IS TO BE USED TO RESOLVE ANY PROBLEMS THAT MAY OCCUR.