



Policy Title(s):	HUMAN RESOURCE POLICY		Policy #2018-01
		Effective Date:	JUN 1, 2018
		Review Date:	AGM 2019
Lead:	Chair of the Board	Approval:	Board of Directors
		Status:	Approved - 24 Nov18
Definitions:			
SSNB: Speed Skate New Brunswick			
Full-time employee: An employee employed and receives an annual salary			
Contract employee: An employee employed for a specific task			
Personal service contract: An individual contracted for a specific task not entitled to employee benefits.			

Goal:

To guide Speed Skate New Brunswick in employment practices.

Statement:

SSNB is committed to fair and equitable practices in employment and encourages continued professional development of employees.

SSNB recognizes the following:

- Employees right to a safe work environment which promotes equal opportunity, prohibits discrimination and harassment
- Employees are to be treated fairly, with respect and dignity
- Employees personal information must be kept strictly confidential, except when required by Law.

Application:

- To full-time, part-time and contract employees.
- Employment Standards Act of the Province of New Brunswick governs the terms and conditions of all SSNB employees.
- Full-time employees shall enter into a written contract of employment
- SSNB may hire contractual employees



Hiring Practices:

- SSNB may be engaged on a full-time, part-time, short-term or special project contract basis as defined in the Revenue Canada Income Tax Act where applicable.
- Job vacancies shall be posted in both official languages.
- Any positions funded in part or in whole by the Province of New Brunswick will adhere to the Province of New Brunswick regulations.
- All candidates shall be screened against predetermined required minimum criteria. Accepted candidates shall be granted an interview before a selection committee of not less than three (3).
- In the absence of an Executive Director position, all full-time, part-time, short-term or special project staffing are accountable to the Chair of the Board.

Terms of Employment:

- Newly hired staff shall receive an offer of employment in writing from the Chair of the Board.
- Job descriptions shall be maintained on file, reviewed annually and updated when necessary.
- Probation – defined as six (6) months of employment.

Compensation:

- All employees shall be compensated for their services in accordance with established and previously negotiated rates of pay on a bi-weekly basis unless otherwise stated.
- Salary levels shall be reviewed annually.

Employee Benefits:

- As a member of Sport NB, Sunlife benefits will be offered to all full-time employees and paid 50% employee; 50% employer.



Hours of Work:

- It is understood and accepted by all employees that regular hours are not part of the job dependent position of the employees within the organization; flexibility is required on the part of both the organization and staff with respect to the hours of work.

Confidentiality:

- All employees shall respect the privacy of the organization, agreeing not to compromise the programs and activities of SSNB in any way by revealing information detrimental to the health or reputation of the organization.
- SSNB respects the privacy of its employees and its members with all files under the care of the Chair of the Board.

Conflict of Interest:

- All professional employees shall agree not to engage in paid employment activities outside their SSNB activities without the permission of the SSNB Board.

Performance Assessment:

- An ongoing process of periodic communication between staff and supervisor with at least one annual oral review and evaluation.

Termination:

- Notice of termination shall not be required for an employee discharged for cause as defined but limited to:
 - Breaches of confidentiality
 - Any employee who knowingly condones or encourages the use of or facilitates the supply of banned or illegal substances to athletes
 - Theft of SSNB property, established by evidence, witness or conviction
 - Unsatisfactory work performance if all appropriate corrective actions have been exhausted and a reasonable timeframe for improvement has elapsed.
- Notice defined – all employees leaving SSNB is requested to give the organization appropriate and reasonable notice reflective of their position AND SSNB will provide reasonable and appropriate notice, and reason for dismissal, at a minimum required by law. Every attempt will be made to provide as much notice as possible.



Statutory Holidays:

- Designated Holidays
 - New Year's Day (January)
 - Family Day (February)
 - Good Friday (April)
 - New Brunswick Day (August)
 - Labour Day (September)
 - Remembrance Day (November)
 - Christmas Day (December)

Vacation Leave:

- All permanent employees are entitled to annual leave that cannot be carried forward from one year to the next without written permission by the Chair of the Board and must be scheduled in advance.
- Entitlement as follows:
 - 1 year of employment – two (2) weeks
 - 5 years of employment - three (3) weeks
 - 10 years of employment – four (4) weeks

Other Leave:

- Sick Leave – entitled to one day of pay after five (5) years of continuous employment.
- Bereavement – entitled to three (3) days off work, with pay, in the event of death or life-threatening illness in the immediate family.
- Court/Jury Duty – an employee summoned for jury duty or who receives a summons/subpoena to appear as a witness in a court proceeding, not occasioned by the employee's private affairs, will receive regular pay. The employee will be required to forward any fees by the courts to the association within one pay period after such fees are received by the employee.
- Leaves of absence without pay may be granted, upon approval of the Board of Directors. An overstaying of a leave of absence without notification/or valid reason could result in termination.
- SSNB does not provide for any additional remuneration during maternity, parental or adoption leave beyond that provided by EI Canada.



Professional Development:

- SSNB may support the professional development of its employees; however approval for financial support must be received prior to registration or enrolment. SSNB may cover any portion of the costs up to 100% and may include leave with pay, for the purposes of professional development related to the performance of the employee's duties as monies are available.

Review and Approval:

This policy was approved by SSNB Board of Directors:
24/11/2018