

BC Athletics Human Resources Policy – updated August 30, 2019

SECTION 31 - STAFF

31.1 Hiring and Firing

The Chair, Vice Chair, Secretary and Treasurer (Executive Committee) shall constitute the Personnel Committee on behalf of B.C.A. with the right to hire and fire and fulfil obligations as set out below.

31.2 Probation

All employees hired shall be on a six months probationary period with review after the first three months. Prior to the end of the six month period a formal written evaluation shall be completed and should continued employment be offered, a contract will be signed at this time. (*Resolution 10.5-1994 AGM*)

31.3 Evaluation

A written evaluation shall be completed before any increment in salary is approved by the Personnel Committee.

31.4 Termination of Employment

Either side shall have the right to terminate the contract of employment by giving 20 working days notice in writing.

31.5 Grievances

The employee shall have the right to dispute any decision regarding firing. The employee has the right to appeal in writing to the full Board of Directors. The Board's decision must be in writing. The Hiring Committee and the employee both shall have the right to request independent arbitration. Such requests must be made in writing to the Board of Directors and be made within 30 days of the Board's verdict. Decisions made by the arbitrator shall be binding.

31.6 Hours of Work

The hours of work shall be 35 hours per week on a schedule agreed to by all staff members. Where there are two or more staff members, the office shall be covered at all times between the hours of 9:00 a.m. and 5:00 p.m. (except where an acute emergency renders this impossible and during the period between Christmas and the New Year).

31.7 Overtime/Lieu Hours

- a) All overtime must be approved by the Secretary or one of the Executive Committee in conjunction with the President/CEO. No overtime shall be paid in cash - staff shall receive time off in lieu (hour for hour).
- b) All lieu time must be used up within twelve months of its being earned. A maximum of 28 hours may be banked to use up during the period between Christmas and the New Year. Any time not used shall be forfeited. It is recommended that a log book be maintained and all staff time off be recorded. (*Resolution 14:10.5 - 1994 AGM*)
- c) Unused overtime is forfeited and not paid out to BC Athletics employees at the end of the financial year.

31.8 Vacation Time

- a) Vacation time shall be defined as the calendar year in which an employee's first anniversary falls (and so on to the 2nd, 3rd, etc.). In the first six months of employment (probationary period) an employee shall earn, but not receive vacation time. After six months an employee shall be entitled to vacation time.
- b) In the first year of employment vacation time shall be earned at 1 1/4 days per month. Commencing in the first vacation year, the employee shall be entitled to receive vacation time of 15 working days calculated at 7 hours per day x 15 = 105 hours per calendar year.
- c) In the first calendar year an employee may defer 5 vacation days (35 hours). In the second calendar year an employee may defer 10 vacation days (70 hours). In the third calendar year all vacation time (a total of 25 working days or 175 hours) must be used.
- d) In the 8th vacation year, vacation time shall increase to 20 working days.
- e) The vacation schedule shall be submitted to the Personnel Committee by April 1 of each year.

31.9 Statutory Holidays

- a) An employee shall be entitled to receive all Statutory Holidays as designated by the Provincial Government:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day

Canada Day. Boxing Day
B.C. Day Family Day

- b) Where an employee is required to work on a statutory holiday another day off in lieu shall be given.

31.10 Sick Leave

- a) Each employee shall be awarded 1.25 days sick leave per annum for each full month of employment where the employee works (including Statutory Holidays and sick leave) for a minimum of 20 days in a calendar month. Further, an employee may carry forward to a maximum of 20 days at a rate of five days per year, sick days that are not used by the employee in the year of their accrual. If the employee is off for more than two consecutive working days a doctor's certificate is required. (*Resolution 14:10.5 - 1994 AGM*)
- b) Where an employee becomes seriously ill during vacation time, and upon production of a medical certificate such illness shall not be considered vacation time.
- c) If an employee injured on the job is sent home for the rest of the day or sent for treatment, working hours for that day shall not be deducted as sick leave.

31.11 Other Leave

- a) Bereavement Leave
- in the case of the immediate family from the date of death to the day of the funeral. Such leave should not normally exceed 5 days. (Immediate family shall be defined as parent, spouse, child, siblings, father or mother-in-law and any other relative permanently residing with the employee).
 - in the event of death of grandparents, grandchild, siblings-in-law, and spouses of children one day to attend the funeral.
 - where death occurs during vacation time bereavement leave shall be granted and appropriate credits extended to vacation time.
- b) Marriage of employee - 3 days
- c) Employee's child's wedding - 1 day
- d) Adoption or birth of employee's child - 1 day
- e) Serious household emergency - 1 day
- f) Moving household furniture and effects - 1 day
- g) Citizenship Hearing - 1 day
- h) Pallbearer or mourner - 1/2 day
- i) Court appearance
- . for child - 1 day
 - . time off with pay is given with pay where court appearance(s) are on behalf of the employer.
 - . any court appearance(s) concerning private affairs of the employee shall be without pay.

31.12 Medical/Dental Appointments

Where possible all appointments shall be made on the employee's own time. As this is not always feasible, time off for medical and dental appointments may be taken for up to 2 hours. If time off in any one day is in excess of 2 hours then all time off for that day shall be charged to lieu time. In other words, an absence of up to two hours shall be excused.

31.13 Benefits

Benefits paid for the B.C.A. shall be according to the Sport B.C. Benefit Package currently in effect at 8% of Salary. The balance available at year end is paid to the employee.