

INTRODUCTION	2
A. HUMAN RESOURCES	2
1. GENERAL	2
2. EMPLOYEE RECORDS	2
3. SCOPE	2
4. HIRING PROCEDURE.....	3
5. CONDITIONS OF EMPLOYMENT	3
6. PAID HOLIDAYS	3
7. PROBATIONARY PERIOD.....	3
8. VACATION	3
9. HOURS OF WORK	4
10. PAY PERIODS	4
11. SICK LEAVE	4
12. BENEFITS	4
13. PERFORMANCE APPRAISALS	4
14. CONFIDENTIALITY	5
15. CONFLICT OF INTEREST.....	5
16. INTERNET AND E-MAIL USE	5
17. SOCIETY ORIENTATION.....	5
18. SAFETY	5
19. PROFESSIONAL DEVELOPMENT.....	6
20. BEREAVEMENT LEAVE.....	6
B. OPERATIONS	6
1. ENTITLEMENT	6
2. EXPENSE CLAIMS.....	6
3. ACCOMMODATION	6
4. TRANSPORTATION.....	6
5. MEALS AND/OR PER DIEM	6
6. BUDGETING AND REPORTING.....	6
7. FINANCIAL RECORDS	7
8. SIGNING AUTHORITY	7
9. SPENDING AUTHORITY	7
10. PURCHASING.....	7
11. CONTRACT MANAGEMENT	8

INTRODUCTION

Shuswap Construction Industry Professionals (SCIP) believes that qualified and dedicated staff contribute to the innovative development and growth of the organization.

SCIP strives to provide a working environment where employees are given the responsibility that allows autonomous working conditions.

SCIP adheres to the Human Rights Code of British Columbia. No one shall discriminate against any client, employee or applicant on the basis of race, colour, ancestry, place of origin, political belief, religion, union affiliation, marital status, sexual orientation, age, or because that person has been convicted of a criminal or summary conviction that is unrelated to the employment or intended employment of that person.

A. HUMAN RESOURCES

1. General

The terms and conditions of employment for permanent salaried employees of the Society will be set out in written contracts of employment, and in a job description for permanent hourly employees.

Flexibility of staff in terms of application of policies regarding scheduling work hours, vacation and time off is required given the mandate of the organization and the small number of employees.

A current copy of the Policy & Operations Manual is to be maintained in the office and available to employees at all times.

2. Employee Records

Employee information is to remain confidential at all times and no information shall be released to any person without the consent of the employee affected.

An employee has the right to:
see all records held by him or her by the Society; and
obtain copies of his or her personnel file.

3. Scope

This policy applies to salaried and hourly employees of the Society.

4. Hiring Procedure

Advertising:

All permanent positions with the Society must be advertised.

Selection Process:

The Board, or a committee appointed by the Board, will screen, interview and select the SCIP Coordinator. The Coordinator, with board approval will be responsible for managing the recruitment and selection process for all other positions.

Hiring:

All persons hired by the Society will receive a written letter of appointment describing the position and the conditions of employment including rate of compensation and normal hours of work.

5. Conditions of Employment

- a) Except as modified by this policy and/or a written contract of employment, the Society will be governed by the requirements of all relevant federal and provincial legislation.

6. Paid Holidays

- a) The following days are paid holidays: New Year's Day, Good Friday, Victoria Day, Canada Day, B.C. Day, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day.

*Note: Part 5 of the Employment Standards Act determines if the employee is entitled to statutory holiday pay. SCIP hourly employees are paid on a pro-rated hourly basis.

7. Probationary Period

- a) All employees will complete a 3-month probationary period.
- b) No employee will be entitled to the benefits offered by the Society for the first three months of employment unless otherwise agreed upon in writing.

8. Vacation

- a) All employees are entitled to a minimum of two weeks paid vacation per year, unless agreed upon in an employment contract. Vacation pay will comply with all current Employment Standards Act. In the event of an employee requesting vacation before vacation time is earned, the decision rests with the Manager and/or board.
- b) Holiday pay for hourly employees will be paid at the end of the year, unless requested otherwise or taken as holiday time off.
- c) No more than 7 vacation days may be carried over from calendar year to year.
- d) An employee earns but is not entitled to take vacation during the probationary period, unless agreed upon in the employee agreement.

9. Hours of Work

- a) The office is open to the public on a Monday to Friday basis, excluding statutory holidays. Office hours are generally from 8:30 am – 4:30 p.m. The length of the regular work day for non-managerial employees is 7 hours, excluding meal breaks, between the hours of 8:30 a.m. to 4:30 p.m. Any deviations must be approved by the SCIP Coordinator, with reference to the regulations set out in the Employment Standards Act. Management contracts will address hours of work and overtime provisions.
- b) A salaried employee who is required to work overtime shall be entitled to overtime compensation which has been mutually agreed upon by the employee and the SCIP Board of Directors.
- c) Hourly employees shall keep and submit a monthly report identifying overtime hours wherein the surplus time is taken when convenient, or when the office closes for an extended time between Christmas and New Year's.

10. Pay Periods

- a) Wages are paid bi-weekly on the last Friday of that pay period.

11. Sick Leave

- a) Full time regular employees shall be credited with six (6) sick leave days as of January 1 or each year, and shall be entitled to take paid sick leave during the calendar year to a maximum of six (6) days total sick leave in any one calendar year.
- b) Sick days will not accrue from one year to the next.
- c) If, within any year an employee used all of the sick leave days for that year, the employee will not be paid for any time off due to sickness for the balance of that year.
- d) An employee will not be paid for unused sick leave days at time of termination.
- e) Management reserves the right to request a medical certificate from an employee to establish eligibility for sick leave benefits.

12. Benefits

- a) All employees having completed a probationary period will be entitled to the benefit plan in place at qualifying date.

13. Performance Appraisals

- a) At least once per year, the SCIP Coordinator will receive a performance appraisal conducted by the Human Resources Committee of the Board. The SCIP Coordinator will appraise the performances of the employees reporting

directly to him or her. (Refer to “Duties and Responsibilities of SCIP Coordinator”.)

14. Confidentiality

- a) Each SCIP Board member, customer, employee, applicant for employment, or any other such person has the right to have all information about that person kept strictly confidential.
- b) Unauthorized disclosure of confidential information by a staff member or Board member will subject him/her to disciplinary action, dismissal, and/or legal action.
- c) No file shall be made available and/or reports shall be made on any employee unless that person has given permission to the SCIP Board of Directors for such information to be disclosed.

15. Conflict of Interest

- a) Any member (board or committee member, staff, or contractor), of the Society who has a conflict of interest in connection with any items or transactions before the Society, shall make his/her position clear and withdraw from any and all Society proceedings regarding the interest.

16. Internet and E-mail Use

- a) Internet access and e-mail will be used in an ethical and professional manner. SCIP e-mail user accounts will not be used for inappropriate behavior such as sending offensive material or accessing offensive websites (including pornography, hate literature, or any material that contravenes the BC Human Rights Code). Employees and Board members will also ensure that their use does not contravene any laws or regulations relating to copyright and licensing.

17. Corporation Orientation

- a) SCIP strives to provide all new board members, employees, and contract staff with a standard orientation to the Society. All board members, employees, and contract staff will be expected to understand and adhere to the SCIP Constitution as outlined in the orientation package.

18. Safety

- a) All physical standards outlined in the Workers Safe BC guidelines and the Employment Standards Act will be enforced.
- b). Safety procedures will be not only to personal safety issues but will include safety from personal, professional, or sexual harassment. Professional courtesy will always be a prime consideration in any staff to staff; staff to customer; staff to directors; and director to staff interactions.

- c). Any threats to personal safety are to be identified and brought immediately to the Board of Directors executive committee for resolution.

19. Professional Development

- a) It is imperative that all staff has the experience and education, which enables them to perform and enhance their job functions. SCIP encourages and strives to support professional development as it relates to an individual's term and condition of employment. It is the responsibility of the employee to work with the Performance Review Committee to develop a professional development plan for skill enhancement and professional development.
- b) All staff will undergo an annual professional development review as part of their personal annual review by the Human Resources Committee/ SCIP Coordinator to determine the appropriate professional development plan for the year.
- c) The Corporation will strive to allocate time and resources as outlined by the annual budget to allow for the employee to attend training and professional conferences.

20. Bereavement Leave

- a) In the event of a death in the immediate family of any full time employee that has completed the probationary period, or employee's spouse, the Employer shall grant a maximum of 3 regular scheduled consecutive work days leave without loss of pay or benefit. Additional leave of absence requiring travel may be granted by Board approval. "Immediate family" shall mean: child, step- child, parents, brother, sister, grandparents, grandchild, step parent, foster child, foster parent, aunt, uncle, niece, nephew and fiancé; and the employee's son-in-law, daughter-in-law, sister-in-law and brother-in-law.
- b) A maximum of 2 additional days leave without loss of pay or benefits will be granted in the event of the death of an employee's spouse.

OPERATIONS

1. Expense Claims

- a) All claims made by staff and/or Directors associated with travel to attend meetings/events on behalf of the Society will be voted on by the Board before the event occurs.

2. Budgeting and Reporting

- a) The Society's fiscal period is January 1st to December 31st of each year.
- b) On or before October 31 of each year, the SCIP Coordinator will present a proposed operating budget for the following fiscal period to the Board of Directors (the "Board") for approval.

- c) At each regular meeting of the Board, the SCIP Coordinator shall present financial statements for the preceding month(s).
- d) On or before the date set for the April Annual General Meeting of the members, the directors will approve the professionally prepared financial statements for the Society for the previous year.

3. Financial Records

- a) The Society's financial books and records will be kept in accordance with generally accepted accounting principles and shall be available for inspection at reasonable times by the Board.

4. Signing Authority

- a) The SCIP Coordinator, President and two other directors shall have signing authority in order to establish banking arrangements and to sign cheques, drafts and money orders.
- c) All documents related to banking arrangements and cheques, drafts and money orders issued by the Society must be signed by two of the designated signing authorities.

5. Spending Authority

- a) The SCIP Coordinator is authorized to spend up to the approved budget limits subject to the provision that all expenditures of more than \$1,000 must be approved by the Board of Directors.

6. Purchasing

- a) Written quotes must be obtained for purchases of goods and/or services of greater than \$1,500. The decision to purchase remains with the SCIP Coordinator, notwithstanding Spending Authority clause 5 a) above.
- b) A Request for Proposal must be used for any purchase of goods and/or services greater than \$10,000 and all bids must be received in writing.
- c) In making a purchasing decision, the Society will consider not only price but also quality, level of service, experience, references and other additional costs or benefits. Every effort will be made to purchase locally.
- d) The Society must use written contracts for all purchases of goods and/or services exceeding \$10,000. The decision to proceed remains with the SCIP Coordinator in conjunction with Board approval.

7. Contract Management

The SCIP Coordinator is responsible for preparing and negotiating contracts. The final contracts are signed by two of the authorized signatories.