

Policies & Procedures Manual



January 19, 2022 (ammended June 2022)

4.0 HUMAN RESOURCES

4.1 POLICY STATEMENT

The Human Resources policy is applicable to all employees of the PacificSport Vancouver Island.

4.2 APPLICATION

The Human Resources policy will promote a mutual respect between staff, and contribute to the strengthening of PacificSport Vancouver Island teamwork and employer/employee relationships. The provisions of these policies are also incorporated by reference into the terms and conditions of employment of each employee of PacificSport Vancouver Island.

The main responsibility for PacificSport Vancouver Island's Human Resources Policy rests with the Executive Director, who must sign off on the policy prior to implementation after it is approved by the PacificSport Vancouver Island Board. The Executive Director has the authority to hire and dismiss staff and contractors. Salary and wage guidelines of similar Canadian sport organizations, the business community, and professional organizations will be considered in determining compensation levels.

4.3 PROCEDURE

4.3.1 Values

- PacificSport Vancouver Island's most valuable resource is its hardworking, energetic employees.
- PacificSport Vancouver Island strives to treat these employees with respect, fairness and integrity.
- PacificSport Vancouver Island operates in accordance with its values, mission statement and its regional strategic priorities.
- PacificSport Vancouver Island seeks to provide a positive, stable and healthy working environment that allows employees the opportunity to reach their full potential.
- PacificSport Vancouver Island endeavors to offer salary and benefits that are competitive in the amateur sport and related labour market.
- PacificSport Vancouver Island communicates and explains major policy decisions that may affect the duties and/or working conditions of employees.
- PacificSport Vancouver Island provides opportunities for employee career growth and encourages both professional and personal development.

4.3.2 Employment Practices

Jurisdiction

Employment with PacificSport Vancouver Island falls within the jurisdiction of the [Government of British Columbia Employment Standards Act \(ESA\), 1996](#). A copy of the Act is available from:

Employment Standards Branch

Phone: 1-800-663-3316 or 250-952-4738(Victoria) Website: www.labour.gov.bc.ca/esb/

PacificSport Vancouver Island also upholds that all employees have the right to work without discrimination. The prohibited grounds of discrimination in the [BC Human Rights Code](#) include “race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief or conviction of a criminal or summary conviction offence unrelated to their employment.” The address of the provincial office is: British Columbia Human Rights Tribunal Suite 1170-605 Robson Street Vancouver, BC V6B 5J3

Employee records are maintained to:

- Ensure that legal, regulatory, and procedural requirements are met;
- Assist with human resources management; and
- Collect information for “statistical” human resources reports for the Board of Directors and/or Federal and Provincial Government (for income tax purposes, WCB, etc.).

Employee files and electronic records typically include the following information:

- Employee name, home address and telephone number, emergency contact name and number, hiring and termination dates, birth date, salary and benefit status;
- Job description;
- Application form and/or resume;
- Employment letter of agreement (job offer and acceptance);
- Leave request forms and any applicable medical certificates;
- Compensation history including gross wages, benefits, vacation leave, etc.;
- Performance review forms;
- Disciplinary letters;
- Professional development and training completed;
- Termination information and/or letter of resignation; and
- Exit interview.

Employee records are confidential and may be accessed by the employee, the Executive Director and the Office Manager.

Employees are responsible for advising the Executive Director of any changes in personal information such as name, address, or phone number.

4.3.3 Hiring and Probation

4.3.3.1 PacificSport Vancouver Island has four employment categories:

- **Full-time – employees** who work a regular 30 to 37.5-hour week and maintain continuous regular employment following the successful completion of their probationary period. Full-time employees are entitled to the employee benefit plan offered by PacificSport Vancouver Island;
- **Part-time – employees** who work less than 30 hours per week but maintain continuous regular employment following the successful completion of their probationary period. Part-time employees are entitled to the employee benefit plan offered by PacificSport Vancouver Island on a pro-rated basis.
- **Casual – employees** hired for short-term projects or who work on an on-call basis. These employees are paid by the hour and benefits are in accordance with the Employment Standards Act; and

- **Contractors/Consultants** – companies or individuals hired by a contractual arrangement to perform specific duties or a specific function for PacificSport Vancouver Island. Consultants or contractors are not employees of PacificSport Vancouver Island and as such are not entitled to benefits.

Employees are hired based on their education, experience, knowledge, and skills relative to position expectations and requirements.

Where required by law, new employees, existing employees and contractors must complete and pass a criminal record check. New employees are required to complete a criminal record check within the first three months of their employment. PacificSport Vancouver Island will reimburse costs associated with obtaining a criminal record check.

Criminal record checks are required where the position is considered one of trust (characterized by activities involving minors or the care, custody, counseling or legal responsibility for clients or residents in the government's care; or duties associated with the work of law enforcement). See the [Criminal Record Review Act](#) for details.

4.3.3.2 Probation Period

Employees are subject to a probation period dependent on the position, the length of which will be specified in the offer letter. The probationary period begins on the first day of work and provides an opportunity for the employee to become familiar with the position and demonstrate their ability to do the job. This is an opportunity to determine if the employee and the position are a suitable match. If a serious performance issue is identified, the Executive Director will determine the next steps to be taken; this should occur within the first six weeks of employment. The test of just cause for the termination of a probationary employee shall be the suitability of the employee to be confirmed as a regular employee. The employment of the probationary employee may be terminated at any time during the probationary period, without cause, notice, or pay in lieu of notice.

4.3.3.3 Documentation

Employees are requested to submit copies of their highest level of education obtained to the Executive Director for employee files as well as a current resume if needed. For all positions requiring professional certification, renewal certifications or continuing education, current documentation must be submitted to the Executive Director to be kept on file.

4.3.4 Hours of Work

Standard hours of operation are from 8:30 am to 4:30 pm. The Executive Director will work with employees to determine an appropriate schedule in accordance with these hours of operation and the job requirements. The Executive Director may approve applications for unique or flexible working arrangements.

Employees are expected to contact the Executive Director as soon as possible if an unexpected delay or absence occurs and shall make up any lost time. Employees are expected to make personal appointments outside of office hours wherever possible.

A standard workday is defined at 7 hours with an additional unpaid 1 hour lunch break.

The nature of managerial positions requires them to be flexible about hours of work. Accordingly, no additional salary, including overtime is compensable, irrespective of hours worked beyond the required minimum of 35 hours per week. General consideration for overtime commitment is reflected in annual salary and flexibility of time and movement. Days off in lieu of overtime worked may be approved beforehand by the Executive Director if deemed appropriate.

Non-management employees who are required to work beyond the normal 35-hour work week in any given week are entitled to time in lieu for additional hours worked. Employees must seek approval from their Executive Director in advance of working any overtime and plan time in lieu together.

4.3.5 Statutory Holidays and Vacation

PacificSport Vancouver Island recognizes twelve (12) days of paid statutory holidays in each calendar year.

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- BC Day
- Labour Day
- Thanksgiving Monday
- Remembrance Day
- Christmas Day
- Boxing Day

If a holiday falls on a weekend the office will close on another specified day.

Employees who have been employed for a minimum of 30 calendar days prior to the statutory holiday and who have worked or earned wages for 15 of the 30 calendar days preceding the holiday are entitled to statutory holiday pay.

Employees who are required to work on a statutory holiday will be paid for the day in accordance with ESA rates.

4.3.5.1 Annual Vacation Leave

Employees may take vacation time within a fiscal year (April 1 – March 31) after the completion of the probationary period based on the labour standards of 2 weeks for the first year up to 2 years. After 2 years the vacation time may be increased at the discretion of the Executive Director. The original hire date is used to determine years of complete service.

4.3.5.2 Payment of wages/salary during vacation

Full-time employees will continue to receive regular pay during vacation periods. Part time employees will receive a pro-rated allotment of vacation days each fiscal year. Hourly employees will receive 4% vacation pay for hours worked each pay period.

If a statutory holiday occurs during an employee's vacation period, they are entitled to one additional day off.

At the time of termination, in accordance with legislation, employees receive payment for accrued vacation credits. This amount is calculated based on the number of months during which vacation was accrued but not taken.

The Executive Director will work with staff prior to the start of each fiscal year to develop a proposed vacation schedule in accordance with operational requirements.

Each fiscal year, the Executive Director will review and approve the proposed vacation schedules to ensure adequate coverage throughout the year. Preferred vacation times will be approved where operationally feasible.

To take vacation leave, employees submit the dates requested to their Executive Director.

4.3.6 Benefits

PacificSport Vancouver Island has a health benefit plan and RRSP savings plan that is available to fulltime and part-time employees, pro-rated based on the hours of work. For information on enrollment procedures and employee benefit plans please contact the PacificSport Vancouver Island Executive Director.

4.3.7 Health and Wellness

4.3.7.1 Short Term Illness and Injury Protection

Health leave is available to all employees after successful completion of the probationary period. Absences should be reported to the Executive Director by 9:00 am.

Full time employees are entitled to up to ten paid working days of health leave per fiscal year. Part time employees are eligible for the pro-rated amount of health leave per fiscal year that corresponds to the FTE worked. Health leave reasons can include personal appointments (i.e. Doctor or Dentist), sickness, stress and/or mental health. It is expected that employees will make reasonable attempts to schedule these appointments outside of working hours. There shall be no carrying over of these health leave days from one year to another. Unused days cannot be paid out as cash in lieu.

4.3.7.2 Documentation

If an employee is absent for more than three consecutive working days, he/she may be required to submit a medical certificate following return to work. Please note that all absences of one day or more need to be reported in writing to the Executive Director.

4.3.7.3 Long Term Disability

Not currently available through the health benefits plan.

4.3.8 Leave

PacificSport Vancouver Island provides paid and unpaid leaves for different types of circumstances as outlined below. Please contact the Executive Director if there are questions or items requiring clarification.

4.3.8.1 Maternity Leave

All pregnant employees are entitled to unpaid maternity leave as outlined in the Employment Standards Act. For more information, the act can be found at <http://www.labour.gov.bc.ca/esb/> . Although maternity leave is without pay, employees may be eligible to claim employment insurance benefits through the Government of Canada's Employment Insurance (EI) and Maternity, Parental and Sickness Benefits provisions. Please see www.hrsdc.gc.ca for additional information.

4.3.8.2 Parental Leave

All new parents (birth or adoptive) are entitled to unpaid leave as outlined in the Employment Standards Act. Please find the Act at <http://www.labour.gov.bc.ca/esb/> for more information. While parental leave is without pay, employees may be eligible to claim employment insurance benefits through the Government of Canada's Employment Insurance (EI) and Maternity, Parental and Sickness Benefits provisions. Please see www.hrsdc.gc.ca for additional information.

4.3.8.3 Bereavement Leave

An employee is entitled to up to 3 days of paid leave on the death of a member of the employee's immediate family (mother, father, husband, wife, brother, sister, son or daughter).

4.3.8.4 Jury Duty

In the event that an employee is required to attend court as a juror, the employee will not be required to return any jury pay or witness fees. In this case, the employee will be reimbursed for the difference between the pay received for the jury duty and the employee's regular salary for the same period of time.

4.3.8.5 Additional Leave

In addition to the unpaid leaves outlined above, the Executive Director may, in his/her absolute discretion, grant leave with or without pay under special circumstances, upon application in writing to the Executive Director.

4.3.9 Paid Leave for Major Games

Paid leave to full time staff participating in a games event as a coach, assistant coach, team leader/chaperone or Mission Staff will be provided for:

- A major games event (international championship/world championship/Olympic or Paralympic Games), staff are provided a paid leave that equates to the number of days that the event runs and which conflicts with a normal work day (not weekends or stat holidays). Travel time and pre- or post-event time would be personal leave;
- A national championship and for national/provincial multi-sport championships (National Swim Championships/Canada Summer or Winter Games/Western Canada Summer or Winter Games/BC Summer or Winter Games), staff are provided 2 days of paid leave for each 1 day of personal leave (ie vacation) taken; and
- Sport-specific regional or provincial championships, staff acting as coaches or major officials are provided 1 day of paid leave for each 1 day of personal leave taken.

The maximum number of paid leave days permitted per year per staff member would not exceed 10, except if special permission is granted by the Executive Director.

4.3.10 Conflict of Interest

The honesty and integrity of PacificSport Vancouver Island demands that the impartiality of employees, in the conduct of their duties, be above suspicion. Employees' conduct should instill confidence and trust and must not bring our organization into disrepute.

A conflict of interest occurs when an employee's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the employee's duties or responsibilities

If an employee is approached by a partner organization to perform duties over and above their responsibilities with PacificSport Vancouver Island the proposal must be presented to the Executive Director and the process of payment for these services will be agreed upon on a case by case basis. In some situations, the partner organization will pay PacificSport Vancouver Island who will pay the Employee, in others they may pay the Employee directly. Regardless of the scenario it must be agreed upon between the Executive Director and Employee.

Employees with questions regarding interpretation of the policy may discuss them with the Executive Director. Employees who find themselves in an actual, perceived or potential conflict of interest must immediately disclose the matter to the Executive Director. Employees who fail to disclose may be subject to disciplinary action up to and including dismissal.

Examples of conflicts of interest include, but are not limited to, the following:

- An employee uses PacificSport Vancouver Island property or the employee's position or affiliation to pursue personal interests;
- An employee is in a situation where the employee is under obligation to a person who might benefit from or seek to gain special consideration or favour;

- An employee, in the performance of official duties, gives preferential treatment to an individual, corporation or organization, including a non-profit organization, in which the employee, or a relative or friend of the employee, has an interest, financial or otherwise;
- An employee benefits from, or is reasonably perceived to have benefited from, the use of information acquired solely by reason of employment;
- An employee benefits from, or is reasonably perceived to have benefited from, a transaction over which the employee can influence decisions (for example, sales, purchases, contracts, or appointments);
- An employee requests or accepts from an individual, corporation or organization, directly or indirectly, a personal gift or benefit that arises out of their employment other than:
 - the exchange of hospitality between persons doing business together;
 - tokens exchanged as part of protocol;
 - the normal presentation of gifts to persons participating in public functions;
 - the normal exchange of gifts between friends;
- An employee solicits or accepts gifts, donations or free services for work-related leisure activities other than in situations outlined above.

4.3.11 Outside Remunerative and Volunteer Work

Employees may engage in remunerative employment with another employer, carry on a business, or engage in volunteer activities provided it does not:

- Interfere with the performance of their duties;
- Bring PacificSport Vancouver Island into disrepute;
- Represent a conflict of interest or create the reasonable perception of a conflict of interest;
- Involve the unauthorized use of work time or premises, services, equipment or supplies to which they have access by virtue of their employment; and
- Gain an advantage that is derived from their employment as an employee.

4.3.12 Confidentiality and Intellectual Property

All staff and contractors sign a Confidentiality and Intellectual property agreement before commencing employment. Any exceptions or changes to the agreement must be approved by the Executive Director. Generally, intellectual property, copyrights, patents, and trademarks resulting from the employee's professional work on behalf of PacificSport Vancouver Island become the property of PacificSport Vancouver Island unless otherwise permitted by written agreement. Confidential information that employees receive through their employment must not be divulged to anyone other than persons who are authorized to receive the information. Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing it. Caution and discretion in handling confidential information continues to apply after the employment relationship ceases. Please see the Executive Director for the intellectual property form.

Items purchased by PacificSport Vancouver Island or produced by employment duties are the sole property of PacificSport Vancouver Island and may only be removed from PacificSport Vancouver Island premises for work related purposes, may not be copied for personal use or given to another party.

4.3.13 Public Comments

All requests for public comment regarding the policies or operations of PacificSport Vancouver Island are to be referred to the Executive Director.

4.3.14 Political Activity

Employees are free to participate in political activities including belonging to a political party, supporting a candidate for elected office and actively seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment. If engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties and responsibilities to PacificSport Vancouver Island. Employees must not engage in political activities during working hours and partisan politics at the local, provincial or national levels are not to be introduced into the workplace. This does not apply to informal private discussions among co-workers.

4.3.15 Allegations of Wrongdoing

Employees have a duty to report either to the Executive Director or, in the event of the alleged involvement of the Executive Director in the concern, to the Chair of PacificSport Vancouver Island; any situation that they believe contravenes the law, misuses funds or assets, or represents a danger to public health and safety or poses a significant threat to the environment.

Employees can expect such matters to be treated in confidence unless disclosure of information is authorized or required by law (for example, the Freedom of Information and Protection of Privacy Act). Employees will not be subject to discipline or reprisal for bringing forward to the Executive Director, in good faith, allegations of wrongdoing in accordance with this policy.

Employees must report a safety hazard or unsafe condition or act in accordance with the provisions of the WCB Occupational Health and Safety Regulations.

4.3.16 Working Relationships

Employees who are direct relatives or who permanently reside together may not be employed in situations where:

- A reporting relationship exists where one employee has influence, input or decision-making power over the other employee's performance evaluation, salary, premiums, special permissions, conditions of work and similar matters; or
- The working relationship affords an opportunity for collusion between the two employees that would have a detrimental effect on the Employer's interest.
- The restriction on working relationships may be waived provided that the Executive Director is satisfied that sufficient safeguards are in place to ensure that the Employer's interests are not compromised.

4.3.17 Personnel Decisions

Employees are to disqualify themselves as participants in personnel decisions when their objectivity would be compromised for any reason or a benefit or perceived benefit could accrue to them.

4.3.18 Expenses

4.3.18.1 Job-Related Expenses

Upon submission of itemized expense claims with original receipts attached, all approved travel and/or related expenses incurred by employees while performing their duties will be reimbursed by PacificSport Vancouver Island on a monthly basis according to current per diem and mileage rates. The Executive Director shall publish by memorandum the authorized per diem and mileage rates for travel and related expenses.

Per Diem and expense reimbursement may be reviewed based on significant increases to costs such as gas prices. Employees who use their personal vehicles for PacificSport Vancouver Island business are responsible for ensuring appropriate business use insurance including \$2M liability coverage.

* Note: If an employee is in receipt of a car allowance, he/she is ineligible to charge mileage or gas if personal car is used for travel. Where meals are provided by a sponsor, during a course, or provided by a facility as part of an accommodation package, no additional per diem claims should be made. Hotel arrangements should be made with sponsors who provide significant discounts (a list is maintained by Canadian Sport Institute Pacific).

4.3.19 Training and Development

4.3.19.1 Professional Membership Fees / Subscriptions

Professional membership fees and subscriptions directly related to an employee's position may be paid by PacificSport Vancouver Island. Approved renewals should be claimed using the expense form template and submitted with supporting receipts to the Executive Director for approval.

4.3.19.2 In-house Training

PacificSport Vancouver Island may arrange for in-house seminars on a variety of topics for all employees. Employees are encouraged to provide topic suggestions to the Executive Director.

4.3.19.3 Professional Development

Professional development assistance may be made available to employees for the payment of seminar or conference fees, tuition, and textbooks through consultation with the Executive Director. On an annual basis, the Executive Director is responsible for approving all professional development under the following guidelines:

- The professional development budget is determined and approved by the Executive Director in consultation with Staff to establish priority areas and allocations for the entire organization ensuring full alignment with PacificSport Vancouver Island's Vision, Mission and Strategic Plan. The Board has final approval of the professional development budget as part of the overall operating budget for the organization;
- If a professional development opportunity is considered by the Executive Director to be directly related to the employee's present position or to the anticipated needs of PacificSport Vancouver Island, the costs may be covered up to 100%;
- PacificSport Vancouver Island may cover professional development expenses up to a maximum of 50% considered by the Executive Director to be indirectly related to the employee's position;

- A written plan for use of the professional development opportunity must be submitted to the Executive Director prior to the commencement of the course/activity;
- The employee is responsible for payment of course fees and will be reimbursed by PacificSport Vancouver Island immediately upon successful completion of the course;
- The Executive Director must approve and allocate all individual requests for professional development assistance;
- Travel costs should be avoided unless absolutely deemed essential by the Executive Director for professional development; and
- Employees may be required to sign a professional development agreement that commits them to a minimum term with PacificSport Vancouver Island.

4.3.20 Dress Code

PacificSport Vancouver Island is a professional organization and as such employees and contract service providers are expected to dress professionally when representing the Centre both in and outside of the office environment. If an employee or contractor is unsure of what is appropriate dress, they should consult the Executive Director.

All staff and contractors are required to adhere to the following guidelines.

4.3.20.1 Sport Performance & Sport Development Camps & Workshops Environments

- A sport performance environment is defined as workshops, programs, a service delivery session and any field-of-play (training or competition) whereby PacificSport Vancouver Island staff (includes employees and contractors) are working with athletes, coaches or external agencies
- A sport development environment is defined as workshops, seminars and sport camps whereby PacificSport Vancouver Island staff (includes employees and contractors) are working with community partners, youth and children or the community at large.
- PacificSport Vancouver Island gear includes tech tees, polo shirts, hoodies, t-shirts and black zip jackets. A PacificSport shirt (tech tee, polo, hoodie or t-shirt) is to be worn at all times when providing service to athletes/coaches in a sport performance environment (whether it is in the daily training environment or while on the road). Black exercise pants/shorts, cargo shorts/pants or khaki pants/shorts are to be worn with the PacificSport shirt.

4.3.20.2 Office Attire - Business Casual

- Preferred are casual pants/shorts (Dockers/khaki style or dress pants/shorts), casual dresses and skirts, polo tees, collared shirts and blouses or sweaters (no logo t-shirts, or tank tops with thin straps without a layered shirt over top).
- Leggings/tights are appropriate when worn with a dressy blouse/dress.
- Business attire is recommended when you are meeting in a business environment.
- Sweatpants or other exercise pants are only permitted in social, after-work situations or when staff will partake in work for which clothing may become soiled or damaged.

4.3.20.3 Hats and Footwear

- Hats are only permitted when working in an outdoor sport performance environment. PacificSport VI baseball hats and toques are encouraged in these scenarios.
- Conservative athletic or walking shoes, loafers, sneakers, boots, flats, dress heels, dress sandals, leather or Birkenstock style sandals, and leather deck-type shoes are acceptable for the office environment. Plastic, foam or 'beach' style sandals are not acceptable in the office environment.
- Performance footwear is appropriate when working in a sport performance environment and exceptions vary by sport. For example, beach style flip flops are permitted on the pool deck and cleats or running shoes are appropriate on the Rugby field.

4.3.20.4 Non-Compliance:

Failure to comply with the standards as set out above will result in the staff member being sent home to change into appropriate attire. The Executive Director has the authority to enforce these guidelines. Repeated behaviour will be dealt with on a case by case basis.

4.3.21 Asset Ownership

Assets of PacificSport Vancouver Island (examples include: office supplies, equipment, furniture, files, promotional material, database lists, forms, reports, manuals, books, artwork, computer hardware, software and data) and other items purchased by PacificSport Vancouver Island or produced by employment duties are the sole property of PacificSport Vancouver Island and may only be removed from PacificSport Vancouver Island premises for work related purposes, and may not be copied for personal use or given to another party.

4.3.22 Office Security

It is important that all PacificSport Vancouver Island personnel comply with the following security guidelines to protect PacificSport Vancouver Island employees and property:

- Any unknown persons seen "wandering" around PacificSport Vancouver Island offices should be offered assistance and/or challenged regarding their presence and asked to leave if necessary;
- The last staff member leaving at the end of the day must ensure that the door is properly locked and that lights are turned off, heat or AC turned off and alarm set;
- Lap top computers, iPhones and other small items of value should not be left on desk tops, but rather locked up or placed discreetly out of sight; and
- Loss of any item should be reported immediately to the Executive Director.

4.3.23 Computers and Workstations

Staff and contractors using PacificSport Vancouver Island laptops and computers are required to do regular software updates – Java and Windows – in particular.

If logged into a PacificSport Vancouver Island computer or workstation, staff and contractors should lock the workstation if leaving it unmanned for longer than 15 minutes.

All PacificSport Vancouver Island computers or other computers logged into the server should be completely shut down at least once a week.