



# Alberta Association of Recreation Facility Personnel

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| <b>Policy Title:</b>   | <b>Personnel Policies</b>         |
| <b>Approval Date:</b>  | November 12, 2014                 |
| <b>Effective Date:</b> | January 1, 2015                   |
| <b>Revision Date:</b>  |                                   |
| <b>Review Date:</b>    | Annually                          |
| <b>Supersedes:</b>     | Personnel Policies – January 2010 |

## Policy Statement:

These policies are intended to provide clearly understood guidelines and expectations related to the working conditions for employees of the Alberta Association of Recreation Facility Personnel (AARFP).

### 1. Organizational Structure

- 1.1. The Executive Director (see Enclosure II for job description) is responsible for administering the Personnel Policies of the Association as they relate to the employees of the Association.
- 1.2. The Executive Director is the immediate supervisor of the Manager of Finance and Operations and the Administrative Coordinator (see Enclosure II for job descriptions).
- 1.3. The President is responsible for administering the Personnel Policies of the Association as they relate to the Executive Director.
- 1.4. The President is the immediate supervisor for the Executive Director.

### 2. Hours of Work

- 2.1. Hours of operation for the AARFP office will be from 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding statutory holidays, every week of the year. Under the direction of the Executive Director, staff schedules shall be managed so all normal channels of contact (walk-in, telephone, fax, e-mail) are maintained during the hours of operation.
- 2.2. The President shall be informed when the office is closed for business during hours of operation.
- 2.3. A normal work week for employees will be 40 hours.
- 2.4. The Executive Director is responsible for managing the employee hours of works.
- 2.5. The President is responsible for managing the hours of work of the Executive Director.

### 3. Statutory Holidays

- 3.1. Employees of the Association shall have the following days off as statutory holidays:
  - 3.1.1. New Years Day
  - 3.1.2. Family Day
  - 3.1.3. Good Friday
  - 3.1.4. Victoria Day
  - 3.1.5. Canada Day

- 3.1.6. Heritage Day
- 3.1.7. Labor Day
- 3.1.8. Thanksgiving Day
- 3.1.9. Remembrance Day
- 3.1.10. Christmas Eve Day (from 12:00 noon)
- 3.1.11. Christmas Day
- 3.1.12. Boxing Day
- 3.1.13. New Year's Eve Day (from 12:00 noon)

- 3.2. Employees will receive normal pay for statutory days off.
- 3.3. Statutory holidays that fall on a normal day off shall be taken on the next work day following the statutory holiday.
- 3.4. If an employee is absent on the scheduled working day immediately prior to or following the statutory holiday, they shall not receive normal pay for the statutory holiday unless the absence is accounted for by a medical certificate or an authorized leave approved by their immediate supervisor.

**4. Vacation**

- 4.1. Vacation Entitlements are earned on an accrual factor per pay period.
- 4.2. Vacation will be accrued according to the following guidelines:
  - 4.2.1. First year, and second year of employment            Ten (10) days vacation per year
  - 4.2.2. Third year to sixth year of employment            Fifteen (15) days of vacation per year
  - 4.2.3. Seventh year to thirteenth year of employment    Twenty (20) days vacation per year
  - 4.2.4. Fourteenth year of employment or more            Twenty five (25) days of vacation per year
- 4.3. Requests for vacation for the calendar year shall be submitted to the Executive Director by no later than November 30. The Executive Director shall prepare a vacation plan, including their personal vacation submission, for the upcoming year and present it to the President for approval by no later than December 15.
- 4.4. The approved vacation plan shall be posted for easy reference to the employees.
- 4.5. Vacation plans may be changed with the prior approval of the Executive Director. The Executive Director's vacation plans may be changed with the prior approval of the President.
- 4.6. Vacation must be used before the end of the calendar year. Vacation days may only be carried forward into the next year, in special circumstances, with written approval from the supervisor.
- 4.7. Every effort should be made to take vacation time. Any vacation days left at the end of the calendar year will be paid out at the employee's regular rate of pay on the last paycheck of the year.
- 4.8. Employees who leave the employ of the Association for any reason will have their accrued vacation time paid out after the last day worked.

**5. Overtime and Time In Lieu**

- 5.1. Hours worked outside the normal work week are considered overtime and recorded as time in lieu.
- 5.2. Employees may carry up to but not exceed forty (40) hours of time in lieu.
- 5.3. Employees may take time in lieu as time off from work. Time off from work must be pre-approved by the immediate supervisor and may only be taken if it does not interfere with the operation of the Association.
- 5.4. Time in lieu shall be reconciled to zero (0) hours by the end of the fiscal year. This may be done by taking the time off or by being paid at the regular rate of pay for the hours of time in lieu accumulated.

- 5.5. The maximum amount of time in lieu paid out shall be forty (40) hours.
- 5.6. Time in lieu shall accumulate at one and one half (1½) times the hours over the normal work week. For example, if an employee works one hour of overtime their time in lieu shall be recorded as one and one half (1½) hours.
- 5.7. Overtime and time in lieu must first be approved by the employees' immediate supervisor.
- 5.8. The Executive Director shall keep records of time in lieu accumulation of all employees and provide the President with a report on the accumulation every three (3) months.
- 5.9. Employees who leave the employ of the Association for any reason will have their accrued lieu time paid out after the last day worked.

## **6. Leave of Absence**

- 6.1. Bereavement Leave – An employee shall be granted four (4) regularly scheduled consecutive work days off without loss of pay or benefits in the case of the death of a parent, spouse, sibling, child, grandparent, mother/father/brother/sister-in-laws. If the burial occurs outside the province of Alberta, an additional three (3) work days off are granted.
- 6.2. Pallbearers Leave – One half (1/2) day off shall be granted without loss of pay or benefits to attend a funeral as a pallbearer.
- 6.3. Jury Duty or Court Witness Duty – Employees shall be granted time off to serve jury duty or appear as a court witness (non-civil cases). The Association shall pay the difference between the employee's regular rate of pay and the amount the employee receives to serve on the jury or act as a court witness (non-civil cases).
- 6.4. Maternity and Parental Leave – These policies only relate to the job security aspect of maternity and parental leave. Benefits during this leave come from Employment Insurance.
  - 6.4.1. An employee requesting maternity-parental leave must give the Association at least six (6) weeks' written notice of the date the maternity-parental leave will start.
  - 6.4.2. An employee who has been employed by the Association for at least fifty two (52) consecutive weeks, prior to notice being provided to the Association, is entitled to maternity-parental leave without pay. The maternity-parental leave to which an employee is entitled is a period of not more than fifteen (15) weeks maternity leave and thirty seven (37) weeks of parental leave starting at any time during the twelve (12) weeks immediately before the estimated date of delivery.
  - 6.4.3. The employee must give the Association four (4) weeks written notice of the date the employee will return to work.
  - 6.4.4. A qualified employee who has provided proper written notices to the Association is entitled to the following:
    - 6.4.4.1. reinstatement to the position occupied when maternity-parental leave started; or,
    - 6.4.4.2. be provided with alternative work of a comparable nature at not less than the earnings and other benefits that had accrued to the employee when the maternity-parental leave started.
  - 6.4.5. An employee who does not wish to resume employment after maternity-parental leave must give the employer at least four (4) weeks' written notice of intention to terminate employment.
- 6.5. Child Care Leave – Employees will be granted a maximum of two (2) days off per year without loss of pay or benefits for extraordinary child care issues.
- 6.6. Voting For Elections Leave – Employees will be granted four (4) consecutive hours off from work without loss of pay or benefits for the purpose of voting during a Municipal, Provincial or Federal election.
- 6.7. Leave of Absence – Employees may be granted leave of absence without pay for reasons satisfactory to the Association. Requests shall be submitted in writing to the immediate supervisor who is responsible for the

leave of absence decision. Decisions to grant the leave of absence will be determined on a case-by-case basis.

## **7. Sick Leave**

- 7.1. Employees accumulate sick leave at a rate of one and one half (1½) days per month of employment.
- 7.2. The maximum accumulation of sick leave shall be one hundred and twenty (120) days.
- 7.3. Sick leaves beyond one hundred and twenty (120) days will be paid through the long term disability provisions of the benefits provider.
- 7.4. Medical certificates may be requested for any sick leave. Sick leave absence of three (3) days or longer require a medical certificate. All medical certificates are to be presented to the employee's immediate supervisor upon return to work.
- 7.5. Sick leave will be paid at the regular rate of pay.
- 7.6. Notice of absence due to sickness will be provided to the employee's immediate supervisor as soon as possible; and in all cases, no later than the end of the normal business day which the employee was absent.

## **8. Benefits**

- 8.1. The Association shall contribute eighteen (18) percent of the employee's gross salary to a benefits program which is accrued monthly. An employee can only access the amount accrued to date.
- 8.2. The benefits plan is negotiated by the employees and it is expected that the employees will reach consensus on the contents of the plan.
- 8.3. The current plan includes:
  - 8.3.1. Disability Policy
  - 8.3.2. Health Plan
  - 8.3.3. Dental Plan
  - 8.3.4. Life Insurance Plan
  - 8.3.5. AD&D
  - 8.3.6. Medical Reimbursement Plan
  - 8.3.7. Group RSP (unspent portion of the plan at year end.)
- 8.4. Employees who leave the employ of the Association for any reason are not entitled to or owed a severance at the end of their employment. End of employment benefits are described in the benefits plan.
- 8.5. Each employee is entitled to funds up to a maximum of \$500 (including GST) per calendar year in support of learning, personal well being and development (Learning and Wellness Benefit). This is a benefit that is administered in house and the supervisor must approve the payout of the benefit. This is a taxable benefit that will be included on the employee's T4 at the end of the year.
- 8.6. Use of the Learning and Wellness Benefit is not mandatory, if an employee chooses not to use the benefit or utilize only a portion of it, they cannot carry funds over from one year to the next. Employees who leave the employ of the Association for any reason are not entitled to this benefit after they leave. (Enclosure III – Learning and Wellness Guide, Enclosure IV – Eligibility Form and Enclosure VII – Benefit Tracking Form)

## **9. Safety and Health**

- 9.1. Employees shall take reasonable precautions to maintain a safe and healthy work environment.
- 9.2. Hazards or conditions that may result in injury or illness are to be removed from the employee worksite.
- 9.3. The employee is to report conditions that may result in injury to illness to their immediate supervisor.

- 9.4. All work locations for employees are to be smoke free. At no time during regular hours of work or overtime are employees to be in a smoking environment.

## **10. Payment of Salary and Allowances**

- 10.1. Employee pay will be distributed twice each month, on the fifteenth (15) day of the month and last day of the month.
- 10.2. Approved expenses for travel, subsistence, materials, supplies and services shall be reimbursed at the same rates and under the same rules as described for members of the Association.
- 10.3. An approved expense form must accompany any request for reimbursement except where petty cash is used to cover an expense.
- 10.4. All petty cash reimbursements require a receipt and must be recorded in the petty cash system.
- 10.5. Each employee position shall have a salary range (see Enclosure D).
- 10.6. New employees will start at the developmental or probationary level and remain there for a six (6) month period. In exceptional circumstance new employees may start at another step depending on their training, background, education and experience. This decision will be made by the immediate supervisor.
- 10.7. Employees may progress through the salary steps based on a yearly review where performance has met or exceeded expectations. Yearly reviews must be completed by October 1. If earned, a step will be granted effective January 1 of the upcoming year.
- 10.8. As required a cost of living adjustment will be applied annually to the salary range. The amount of the adjustment will be based on the Statistics Canada, CANSIM database, Projection for Calgary, 12 month average. The cost of living adjustment will be determined and approved by the Association Board of Directors.
- 10.9. A comprehensive grid review will be completed by the Personnel Committee every three years to ensure the Association continues to pay their employees fair market salaries.

## **11. Hours of Work for Travel, Training, Conferences and Trade Shows**

- 11.1. Employees will be paid their regular rate of pay for time traveling on Association business up to a maximum equal to their scheduled work hours.
- 11.2. Employees scheduled work hours will apply should the employee be required to work at a site other than their regular work location.
- 11.3. Employees will require pre-approval from their immediate supervisor to receive pay beyond that which they would receive in a regular work day while traveling, training, at conferences or trade shows.
- 11.4. When attending training, conference, trade shows or other business activities at locations other than the regular work location employees will be paid for time attending such activities up to a maximum equal to the scheduled work hours.
  - 11.4.1. Hours of work for travel, training, conferences and trade shows will be scheduled as flex time for the week immediately prior to; and, week immediately after the hours worked.

## **12. Service Recognition**

- 12.1. Permanent employees with continuous service will be recognized in the following increments and corresponding awards:
  - 12.1.1. 5 Years – A gift valued at \$100
  - 12.1.2. 10 Years – A gift valued at \$200
  - 12.1.3. 15 Years – A gift valued at \$300

12.1.4. 20 Years – A gift valued at \$400

12.1.5. 25 Years – A gift valued at \$500

12.1.6. 30 Years – A gift valued at \$600

12.1.7. 35 Years – A gift valued at \$700

12.2. Gifts may be subject to appropriate taxes.

12.3. Breaks of service for an absence of less than 100 calendar days or a maternity/parental leave of less than 365 calendar days shall not constitute a lost year.

### 13. Farewell Recognition

13.1. The AARFP will contribute toward the expenses of a farewell social and/or gift based on the employee's service as set out below:

13.1.1. 1-5 Years – \$100

13.1.2. 6-10 Years – \$200

13.1.3. 11-15 Years – \$300

13.1.4. 16-20 Years – \$400

13.1.5. 21-25 Years – \$500

13.1.6. 26-30 Years – \$600

13.1.7. 31-35 Years – \$700

13.1.8. 36 Years Plus - \$800

13.2. Gifts may be subject to appropriate taxes.

### 14. End of Policy

Sandi Stewart

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President



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President (Signature)

November 12, 2014

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Date

Enclosure I  
Updated Salary Ranges

Enclosure II  
All Updated Job Descriptions





## **Learning and Wellness Benefit Guidelines**

### **1. What is the Learning & Wellness Benefit?**

- 1.1. The Learning & Wellness Benefit is provided to encourage, promote and support RFP employees in their pursuit of continuous learning and improved quality of life.
- 1.2. Employees are entitled to funds up to a maximum of \$500/year (including GST) in support of learning, personal well-being and development.
- 1.3. The focus is on enhancing employability within RFP and developing an individual commitment to lifelong learning and personal health and wellness.
- 1.4. Reimbursement payments will be issued by cheque.
- 1.5. Use of the Learning & Wellness Benefit is not mandatory. However, if you choose not to use the benefit or utilize only a portion of it, you cannot carry funds over from one year to the next.
- 1.6. The Learning & Wellness Benefit is available from January 1<sup>st</sup> to December 31<sup>st</sup> of each fiscal year.
- 1.7. Permanent employees who have completed their probationary period are eligible for this benefit.
- 1.8. The funds are intended for the individual only and do not extend to family members.

### **2. Tax Implications**

- 2.1. Taxable benefits will be included on your T4 at the end of the year.

### **3. Benefits of the Program**

#### **3.1. Benefits to the employee:**

- 3.1.1. Overall improvement of health and wellness
- 3.1.2. Positive physical, emotional, spiritual and cultural benefits affecting the workplace by reducing barriers among co-workers through participation
- 3.1.3. Feeling of personal satisfaction – increases self-responsibility and confidence
- 3.1.4. Improved morale
- 3.1.5. Increased motivation
- 3.1.6. Improved quality of work life

#### **3.2. Benefits to the Association:**

- 3.2.1. Gains in productivity
- 3.2.2. Decreases in absenteeism and turnover
- 3.2.3. Lower medical costs and decreases in injuries
- 3.2.4. Reduction in long-term disability claims
- 3.2.5. Reduced cardiovascular mortality
- 3.2.6. Happier, more positive employees
- 3.2.7. Improvement in corporate image and recruitment

### 3.2.8. Improvement in staff retention

## 4. Procedures

- 4.1. The fiscal year for this process is: January 1<sup>st</sup> to December 31<sup>st</sup>.
- 4.2. The employee chooses how to best use the funds for his/her own particular learning and wellness experience. If uncertain if the choice meets the program criteria, your supervisor should be contacted to provide clarification before submitting the claim.
- 4.3. When assistance is needed with interpreting whether an application meets the program criteria, the supervisor can seek a vote of the Personnel Committee. A request for appeal can be made following the dispute resolution
- 4.4. The employee will provide receipts for reimbursement up to the maximum amount of **\$500 prior to December 15<sup>th</sup>** to allow for processing in the current fiscal year.
- 4.5. Receipts can be submitted up to 3 times a year, for an amount not less than **\$150 per claim**.
- 4.6. All original receipts must indicate the service provider is paid in full.
- 4.7. Receipts to be submitted for reimbursement are valid only for the current calendar year.
- 4.8. Any unused portion of the benefit will not be carried over into the next year.
- 4.9. The employee will complete Learning and Wellness Eligibility Confirmation together with the Learning & Wellness Benefit Tracking Form, and submit them to their Supervisor for approval and processing. The employee should keep a personal copy of all submissions on hand for easy reference.

## 5. Examples of Eligible Expenditures:

- 5.1. Personal learning and professional interest courses/lessons; tuition only and not supplies
- 5.2. Medical expenses for enhanced physical wellness where it exceeds coverage limits.
- 5.3. Passes/memberships for the employee only. Only the employee's portion of a family pass will be reimbursed. The fee schedule will need to be submitted along with the receipt.
- 5.4. Physical Wellness:
  - 5.4.1. Health or nutritional education programs (i.e. weight loss programs, smoking cessation)
  - 5.4.2. Personal trainers
  - 5.4.3. Organized individual or group fitness lessons or team recreational registration (i.e. karate, yoga, Pilates, slo-pitch, hockey, etc.)
  - 5.4.4. Fitness facility fees
  - 5.4.5. Fitness equipment (i.e. pedal bikes, inline skates, skates).
  - 5.4.6. Stationary fitness equipment (i.e. treadmills, stationary bikes, yoga mats and balls, free weights)
  - 5.4.7. Sporting/Leisure equipment

## 6. Examples of Ineligible Expenditures:

- 6.1. Any license required by law
- 6.2. Accommodations or transportation costs
- 6.3. Living expenses; utilities, furniture, satellite dish, internet access and appliances, vitamins, remedies and supplements, etc.
- 6.4. Weapons and ammunition
- 6.5. Gift cards

- 6.6. Tools, equipment and household items such as lawn mowers, gardening supplies
- 6.7. Non-athletic sport clothing and footwear
- 6.8. Vehicle parts or maintenance
- 6.9. Handheld mobile devices, iPads, computers, video game consoles
- 6.10. Music players
- 6.11. Supplies for courses and lessons (as noted in 5.1 above)



**Learning & Wellness Benefit  
Eligibility Confirmation**

Employee name: \_\_\_\_\_

***This application for the Learning & Wellness Benefit will address the:***

Physical                  Mental                  Emotional                  Learning                  *(Please circle one)*

needs of the employee.

I believe that by participating in the following program or by purchasing the following:  
*(Please describe program or purchase)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will assist me in achieving the following:  
*(Please describe your goals and how you see this addressing your physical, mental, emotional or learning needs).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**



## LEARNING & WELLNESS BENEFIT TRACKING FORM

Employee Name: \_\_\_\_\_

| Date         | Description of Purchase/Expense | Amount | Balance in Account<br>\$500.00 |
|--------------|---------------------------------|--------|--------------------------------|
|              |                                 |        |                                |
|              |                                 |        |                                |
|              |                                 |        |                                |
|              |                                 |        |                                |
|              |                                 |        |                                |
|              |                                 |        |                                |
|              |                                 |        |                                |
|              |                                 |        |                                |
|              |                                 |        |                                |
| <b>Total</b> |                                 |        |                                |