



# Alberta Association of Recreation Facility Personnel

<b>Policy Title:</b>	<b>Personnel Policies</b>
<b>Approval Date:</b>	November 20,2020
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<b>Supersedes:</b>	Personnel Policies – January 2018

## 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). For all guidelines not indicated in this Policy, the current Alberta Employment Standards Code will apply.

## 1. Organizational Structure

- 1.1. The Executive Director (see “Appendix A” 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 employees of the Association. (see Appendix B 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. The Executive Director is responsible for managing employee hours of work.
- 2.2. The President is responsible for managing hours of work of the Executive Director.
- 2.3. Hours of operation for the AARFP office will be from 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding statutory holidays, every week of the year, apart from the week between Christmas and New Year’s Day. 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.
- 2.4. The President shall be informed when the office is closed for business during hours of operation.
- 2.5. A normal work week for employees will be 40 hours. Any modifications to the forty-hour (40) work week will be pro-rated/adjusted accordingly to meet the terms as outlined within the Personnel Policy.
- 2.6. Employees will be entitled to 30-minute paid break(s) throughout the day for shifts over 5 hours.
- 2.7. Lunch break is 30 minutes unpaid and may be paired with paid break(s).

### **3. Statutory Holidays**

- 3.1. Employees of the Association shall have the following days off as statutory holidays:
  - 3.1.1. New Year's Day
  - 3.1.2. Alberta 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 Day
  - 3.1.11. Boxing Day
  - 3.1.12. any other day designated, by regulation, as a general holiday by the Lieutenant Governor in Council, and
  - 3.1.13. any other day designated as a general holiday under an agreement between an employer and employees, or otherwise designated as a general holiday by the Association (see 3.3).
- 3.2. Employees will receive normal pay for statutory days off.
- 3.3. In addition to the days off listed above, the employees will also receive those days off between noon Christmas Eve and New Year's Day and will receive normal pay for these days.
- 3.4. Statutory holidays that fall on a normal day off shall be taken on the next workday following the statutory holiday wherever possible, or a mutually agreed upon date not beyond two (2) weeks of the statutory holiday.
- 3.5. 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. As per Alberta Employment Standards Code, employers must give vacation time and employees must take the vacation to which they are entitled.
- 4.2. Employees who have completed their probation period earn vacation entitlements on an accrual factor per pay period.
- 4.3. Vacation accrual calculation shall be determined by years of service based on the employee anniversary date of the employee.
- 4.4. Vacation will be accrued based on 40 hours per week. Any scheduled work hours less than 40 hours will be pro-rated appropriately. Vacation accruals are based on the following:

First year and second year of employment	80 hours of vacation per year
Third year to sixth year of employment	120 hours of vacation per year

Seventh year to thirteenth year of employment	160 hours of vacation per year
Fourteenth year of employment or more	200 hours of vacation per year

Annual vacation entitlement	Monthly Vacation Hours Accrual
80 hours	6.67 hours
120 hours	10 hours
160 hours	13.33 hours
200 hours	16.67 hours

- 4.5. Requests for vacation for the calendar year shall be submitted to the Executive Director by no later than January 31. 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 February 15.
- 4.6. Vacation requests should be no less than one-half day.
- 4.7. Vacation requests may be denied at specific times due to operational needs.
- 4.8. The approved vacation plan shall be posted for easy reference to the employees.
- 4.9. 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.
- 4.10. Every effort must be made to take allotted vacation time each year. 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 request from the employee and approval from the Supervisor to a maximum of the equivalent of 40 hours of vacation. Any vacation carried over must be taken by no later than the end of the second quarter in the next year (June 30).
- 4.11. Only if exceptional circumstances arise, should it not be possible to take allotted vacation, any vacation days remaining at the end of the first quarter of the next year will be paid out at the employee's regular rate of pay on the next pay cheque issued on July 15.
- 4.12. 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. The employee's Supervisor MUST approve all overtime and time in lieu in advance.
- 5.2. Hours worked outside the normal work week (beyond 40 hours) are considered overtime and recorded as time in lieu.
- 5.3. Employees may carry up to but not exceed forty (40) hours of time in lieu.
- 5.4. 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.
- 5.5. 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.

- 5.6. The maximum amount of time in lieu paid out shall be forty (40) hours.
- 5.7. Time in lieu shall accumulate at one and one half (1½) times the hours over the normal 40-hour 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.
- 5.8. 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 workdays 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) workdays off are granted. Any other requests for Bereavement Leave may be approved on a case-by-case basis.
- 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** – Please refer to current Alberta Employment Standards Code.
- 6.5. **Child Care Leave** – Employees may be granted a maximum of two (2) days off per year without loss of pay or benefits for extraordinary childcare issues, with the immediate Supervisor's approval.
- 6.6. **Voting for Elections Leave** – Employees may be granted four (4) consecutive hours off from work without loss of pay or benefits for voting during a Municipal, Provincial or Federal election. Pre-approval is required from the immediate Supervisor.
- 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 will receive a total of 12 days to a maximum of 96 hours of sick time annually on January 1<sup>st</sup> to be used for sick time and any other time off required for medical appointments (with immediate Supervisor approval). Any outstanding sick days at the end of the year does not carry over to the next year.
- 7.2. Sick leave after the 8<sup>th</sup> day will be paid through the short-term disability (STD) provisions of the benefits provider.
- 7.3. Sick leave beyond 17 weeks will be paid through the long-term disability (LTD) provisions of the benefits provider.
- 7.4. Medical certificates may be requested for any sick leave.

- 7.5. Sick leave (not classified as STD or LTD) 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.
- 7.7. The employee is responsible to inform their Supervisor when they will be returning to work at a minimum the day before the expected return to work.

## **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. Where appropriate, the benefits plan may be negotiated by the employees and it is expected that the employees will reach consensus on the contents of the plan to ensure employees receive adequate coverage and any liability to the Association is also protected.

- 8.3. The standard benefits plan includes:

- 8.3.1 Short term disability coverage (STD)
- 8.3.2 Long term disability coverage (LTD)
- 8.3.3 Extended Health Care
- 8.3.1. Dental Plan
- 8.3.2. Accidental Death & Dismemberment
- 8.3.3. Employee Assistance Program (EAP)
- 8.3.4. Basic Group Life Insurance
- 8.3.5. Critical Illness
- 8.3.6. Learning & Wellness Benefit (\$500 maximum each year)
- 8.3.7. Medical Expense Account (Greenfield Benefits)
- 8.3.8. Group RSP (unspent portion of the benefits plan at year-end).

- 8.3.9 Learning & Wellness Benefit: Within the 18% benefits package, 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.

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. (Appendix – Learning and Wellness Guide, Eligibility Form and – Benefit Tracking Form).

- 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.

## **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 Appendix C).
- 10.6. New employees will start at the developmental or probationary level and remain there for a three (3) 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 and approved by the Personnel Committee with ratification by the Board.
- 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 upon approval of the Personnel Committee and ratification by the Board.
- 10.8. As required, a cost-of-living adjustment may 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 Personnel Committee and ratified 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 where possible 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 workday while traveling, training, at conferences or trade shows.
- 11.4. When attending meetings, 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, wherever possible.
  - 11.4.1. Hours of work for travel, training, meetings, conferences and trade shows will be scheduled as

time in lieu for the week immediately prior to; and/or the week immediately after the hours worked. Wherever possible, hours of work each week are not to exceed 40 hours. Employees must understand at times this may not be possible, but every effort will be made to ensure this is reasonable.

## **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**

President



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President (Signature)

Date: November 20, 2020