

## **OCIC Personnel Policy**

**Last approved by the Board of Directors November 2015, Revised May 2020**

### **Preamble**

OCIC's work, both internally and as a collective of members, is grounded in our shared vision of global social justice, human dignity and participation for all. Our policies are designed to meet OCIC's internal needs as an organization, however they are guided by ideals about anti--oppression, human rights, international cooperation, and the appropriate meeting of human needs articulated in a multitude of places by multilateral bodies, states, and civil society groups.

All OCIC policies and activities are informed by our Vision, Mission, Mandate and Strategic Directions. Mindfulness of the spirit and letter of these documents is central to the integrity of the Council, as is compliance with the Canadian Council for International Cooperation (CCIC) Code of Ethics, the Istanbul Principles for CSO Development Effectiveness, OCIC's Anti-Oppression Policy, and OCIC's Women's Rights and Gender Equality Policy.

### **Definitions**

An "employee" in this policy refers to a person who is employed by OCIC to do any work for hire or reward under an employment contract.

A "full-time employee" is an employee who works 26 hours or more per week.

A "part-time employee" is an employee who works 25 or less hours per week.

A "permanent employee" is an employee who is hired under a long--term, standing contract.

A "fixed-term employee" is an employee who is hired for a specific term ranging from a specific number of hours or weeks, to 12 or more months.

"Supervisor" means the President of the Board of Directors in the case of the Executive Director, and the Executive Director, in the case of all other employees.

Unless otherwise stated, the OCIC Personnel Policy applies to all employees, with the exception of articles related to vacation and benefits. Employees hired for periods of less than 12 months are not entitled to vacation and benefits, but are entitled to vacation pay in accordance with Ontario's Employment Standards Act, 2000, as amended ("Employment Standards Act"). A part-time fixed-term employee is not entitled to benefits.

### **Statement of Philosophy**

The purpose of OCIC's Personnel Policy is to define the rights and responsibilities of its employees, as well as the rights and responsibilities of OCIC as an employer. The OCIC Personnel Policy is a living document, reviewed and revised by the OCIC Personnel Committee on a periodic basis.

The OCIC Personnel Committee is comprised of Board Directors, the Executive Director and others as defined in the OCIC Personnel Committee Terms of Reference. The OCIC Personnel Policy and all changes to it must comply with the Ontario Employment Standards Act, the Ontario Human Rights Code,

the Ontario Occupational Health and Safety Act, and the Ontario Accessibility for Ontarians with Disabilities Act, 2005, each as amended, and must be approved by the OCIC Board of Directors.

OCIC's mandate is reflected in an attitude of self-determination and shared responsibility with its members. It is the objective of OCIC to treat its own employees accordingly. OCIC therefore endeavors to develop personnel policies, practices and procedures that respect with the following principles and ideals:

- that employees are treated with dignity, justice and equity;
- that employees are afforded opportunities to be creative and grow professionally in their roles;
- that employees perceive the value of their work and of themselves to the OCIC, its members, and to society at large

## **1.0 Human Rights**

In accordance with the Ontario Human Rights Code, every employee will be treated without any discrimination, interference, restriction or coercion on the matter of hiring, firing, training, upgrading, promotion, transfer, lay-off, recall, discipline regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, record of offences, sex (including pregnancy and breastfeeding), sexual orientation.

1.1 Every employee, upon due notice to their supervisor, will be permitted to observe the religious obligations and practices of their faith.

1.2 Every employee has the right to freedom from harassment based on age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, record of offences, sex (including pregnancy and breastfeeding), sexual orientation.

1.3 Every employee has the right to register human rights complaints, as per the employee complaint procedures outlined below, and every employee has the right to bring forward a complaint of workplace violence or harassment as per OCIC's Respect in the Workplace Policy.

1.4 In upholding these principles, OCIC will abide by Ontario's Human Rights Code and its policies regarding workplace discrimination and harassment.

1.5 An employee may make a formal human rights complaint in writing to the supervisor. It is the supervisor's responsibility to inform the Personnel Committee and Board of Directors, and to respond to the human rights complaint within 15 working days.

1.6 If the employee and supervisor are unable to reach an accepted solution, the employee may submit the human rights complaint to the Personnel Committee and Board of Directors within 15 working days after the reply was received or should have been received. A meeting will be scheduled to occur within 15 working days between the employee, supervisor and Board representative. The Board will reply within 10 working days of meeting with the employee to discuss the matter.

## **2.0 Job Descriptions**

2.1 Every employee will have a job description.

- 2.2 The job description of the Executive Director will be reviewed periodically by the Personnel Committee and approved by the Board of Directors following the approval of each strategic plan.
- 2.3 Job descriptions of all other employees will be developed by the Director of Operations in collaboration with the Executive Director, and reviewed by the Personnel Committee on a periodic basis.

### **3.0 Employment Procedure**

- 3.1 OCIC employment opportunities will be circulated internally to all employees, and/or broadly through OCIC communications channels and other public mechanisms, on the joint discretion of the Executive Director or designate, and the Personnel Committee.
- 3.2 All applications will be submitted electronically and will include a cover letter, CV and a minimum of two professional references.
- 3.3 Professional training, relevant and related experience, education and personal qualifications appropriate to the responsibilities of the position will be regarded as desirable factors in the selection process.
- 3.4 A minimum of two professional references will be checked prior to any offer of employment.
- 3.5 Applicants for the position of Executive Director will be reviewed by a hiring committee comprised of at least two members of the Board of Directors and one member of the Personnel Committee. The committee will conduct interviews, check references and make recommendations. The Board of Directors will make final decisions on employment offers.
- 3.6 Applicants for all other positions will be reviewed by a hiring committee comprised of the Executive Director and/or designate, and one member of the Personnel Committee. On the discretion of the Executive Director the Committee may also include one or more employees. The Committee will conduct interviews, check references and make recommendations. The Executive Director will make final decisions on offers of employment.
- 3.7 Offers of employment will be provided in writing and will include a job description, compensation details, terms of probation, a copy of OCIC's Personnel Policy, reference to the Ontario Employment Standards Act, and any other pertinent information.
- 3.8 Any member of any hiring committee must declare their personal relationship with a prospective employee to the Personnel Committee in advance of their interview process. The Personnel Committee will then determine whether a conflict of interest is present.

### **4.0 Orientation & Probation**

- 4.1 It is the responsibility of the Director of Operations to ensure the full orientation of each new employee.
- 4.2 A three month probationary period is a required condition of any contract exceeding six months.
- 4.3 A written evaluation signed by the employee and their supervisor will occur at the end of the probationary period. Any significant concerns arising during the interim will be communicated verbally and in writing.
- 4.4 Additional evaluations may be scheduled at the discretion of the supervisor, as needed.
- 4.5 During the probationary period, employment may be terminated in writing by either party.
- 4.6 The employer has the option to waive the probationary period for an employee whose contract is renewed after successful completion of a previous contract.

## **5.0 Performance Management**

5.1 All employees will receive an annual performance review identifying strengths and areas for improvement within the scope of their job description. This review will include a self--assessment component.

5.2 Every permanent employee will develop a professional development or performance improvement plan reflecting the assessment provided in their periodic performance review, on an annual basis.

5.3 The Executive Director will be evaluated by the President of the Board of Directors and one additional Board Director, with the support of the Personnel Committee. This evaluation will be in the form of a 360--degree review and self--evaluation every other year, with only a self--evaluation on the off years. All employees and a selection of members and other key stakeholders that work with the Executive Director will have an opportunity to provide confidential written comments to the Personnel Committee for consideration in this evaluation.

5.4 A selection of peers, members and other key stakeholders that work with the employee will have the opportunity to provide confidential written comments for consideration in this evaluation.

5.5 Supervisors are expected to give feedback to employees on a regular basis. If problems are identified between regularly scheduled evaluation periods, the supervisor will notify the employee of the problem and will give ample opportunity and reasonable assistance to the employee to improve. Continued problems that are not resolved will be cause for dismissal.

## **6.0 Work Schedules**

6.1 Full-time employees are generally expected to work 7.5 hours per day, and must consult with their supervisor to determine an individual schedule that ensures all duties are undertaken as expected.

6.2 Employees are expected to plan their work in advance and are required to seek approval from their supervisor to work more than the hours stipulated in their contract.

6.3 Additional hours worked will be compensated by equivalent time off and must be taken within two months, or within a timeframe mutually agreed upon by the employee and their supervisor. Additional hours worked will not be financially compensated.

6.4. Each employee must track and record the hours they work at OCIC and submit detailed weekly and monthly electronic timesheets.

## **7.0 Public Holidays**

7.1 The following nine statutory holidays are granted to all employees with pay: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

7.2. Full-time employees will also receive time off with pay for Easter Monday, Civic Holiday and the working days between Boxing Day and New Year's Day.

7.3 Consideration will be given to employees that observe religious holidays not coinciding with holidays mentioned in 7.1, in consultation with their supervisor. These employees may substitute recognized statutory holidays, regular vacation days or additional hours worked, or take leave without pay.

7.4 When any of the above holidays fall on a Saturday or Sunday OCIC will observe the holiday on Friday or Monday.

7.5 Part-time employees will be paid for statutory holidays on a pro-rated basis in accordance with the Employment Standards Act.

## **8.0 Vacation**

8.1 All employees who have satisfactorily completed their probationary period will be entitled to the following number of vacation days per year, unless otherwise indicated in their employment agreement:

- In the first two years of employment, from the hiring date - 15 working days
- Three or more years of employment - 20 working days

8.2 All requests to use vacation time must be approved by the employee's supervisor. Absences of three days or more must be requested in writing and submitted at least 10 working days in advance of the planned absence.

8.3 The employee shall endeavor to take all of their vacation time within one month of the anniversary of their employment, but may bank up to five days, to be taken within the first six months of the following year. No additional carryover of vacation time is allowed unless granted in writing by special permission of their supervisor.

8.4 A statutory holiday falling within a vacation period will be counted as a statutory holiday and not as a vacation day.

8.5 Should an employee commence sick leave, pregnancy leave or parental leave prior to their scheduled vacation, the employee shall be considered to be on leave until they return to work, and the vacation shall be rescheduled.

8.6 When an employee ceases to be employed by OCIC or takes an unpaid leave of absence as set out in Article 13, the employee will be compensated for any unused vacation benefits accumulated at the time of cessation of employment or commencement of the leave of absence.

8.7 As per the Employment Standards Act, all part-time or hourly employees are entitled to vacation pay equal to a set percentage of their earnings, which will be paid on each pay cheque as it accrues.

## **9.0 OCIC Benefits**

9.1 Permanent employees (only) who have satisfactorily completed their probationary period are entitled to paid health benefits and a contribution of 5% of their salary to a group RSP administered monthly by OCIC.

## **10.0 Sick Leave**

10.1. Employees must notify their supervisor in writing at the earliest possible opportunity when it is necessary to be absent due to personal illness, injury or medical emergency. Every employee is entitled to three paid sick days per fiscal year.

10.2 Unused sick days cannot be carried over into the following fiscal year, and does not entitle a departing employee to any compensation.

10.3 Where illness necessitates absence from work for a period longer than the employee's accumulated sick leave, the matter may be referred to the Personnel Committee for consideration.

10.4 The employee may use their sick days in the case of illness of an immediate family member. Immediate family is defined as spouse (includes both married and unmarried couples, of the same or other genders), parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse, spouse of the employee's child, brother or sister of the employee, relative of the employee who is dependent on the employee for care or assistance.

### **11.0 Compassionate Leave**

11.1 All employees will be entitled to up to five consecutive work-days compassionate leave without loss of pay or benefits in the case of death of a spouse (including both married and unmarried couples, of the same or other genders), parent, step-parent, foster parent, child, step-child, foster child, brother or sister of the employee.

11.2 All employees will be entitled to up to three consecutive work-days compassionate leave without loss of pay or benefits in the case of death of a grandparent, step-grandparent, grandchild, or step-grandchild of the employee or the employee's spouse; spouse of the employee's child, relative of the employee who is dependent on the employee for care or assistance, guide dog, or other family members as defined in section 10.4.

11.3 A supervisor may grant an employee up to three consecutive work-days compassionate leave without loss of pay or benefits for serious illness of an immediate family member, as defined in 10.4.

11.4 Where funeral services for leaves taken for the purposes outlined in Articles 11.1 and 11.2 occur outside Ontario or beyond the three days, leave will be extended without pay to include reasonable travel time not to exceed three days when the service is in North America, and 10 days when the services are elsewhere.

### **12.0 Pregnancy and Parental Leave**

12.1 An employee intending to request pregnancy or parental leave, or both, is encouraged to notify their supervisor in writing at the earliest possible opportunity.

12.2 All pregnant employees are entitled to pregnancy leave whether they are full-time, part-time, permanent or term contract provided that they start their employment with OCIC at least thirteen weeks before the date the baby is expected to be born (the "due date").

12.3. Birth mothers are entitled to take up to 17 weeks of unpaid job-protected pregnancy leave and up to 61 weeks of unpaid job-protected parental leave. All other new parents can take up to 63 weeks of parental leave. All Employment Standards Act requirements, including vacation credits, payment of health benefit premiums, accumulation of seniority, and reinstatement rights apply to pregnancy and parental leave.

12.4 Conditional on availability of funds, benefits and RSP of full-time permanent employees who have had a continuous work history with OCIC for at least three years will continue for the duration of pregnancy and/or parental leave, unless the employee resigns.

12.5 Conditional on availability of funds, a maternity/parental leave top-up of up to 30% of salary to EI maternity/parental benefits will be offered to full-time permanent employees who have had a continuous work history with OCIC for at least three years, once their regular pay and vacation pay has ended.

12.6 If an employee has a miscarriage or stillbirth within the 17-week period preceding their due date, they are eligible for pregnancy leave.

### **13.0 Additional Leaves of Absence**

13.1 Employees may be entitled to other job protected leaves of absence as granted under the Employment Standards Act, including but not limited to Critical Illness Leave, Domestic or Sexual Violence Leave, and Family Responsibility Leave. Eligibility requirements and other guidelines with which OCIC is in compliance are noted in the Employment Standards Act.

### **14.0 Personnel Files**

14.1 OCIC will maintain a confidential personnel file for each employee that contains their application, references and evaluations. The employee will have access to their own file upon request. Personnel records pertaining to payroll, vacations and overtime will be stored securely.

### **15.0 Jury Duty**

15.1 All employees will receive time off with pay for jury duty or to serve as a witness provided that they turn in their jury or witness fee to OCIC and show proof of subpoena.