

## **Personnel Policy Working Group**

### **Purpose**

To develop and monitor personnel policies for the well-being of CCS and its employees.

### **Duties and Responsibilities**

1. Stay current on employment legislation and church policies impacting the workplace.
2. Regularly review, formulate and revise personnel policies and procedures for recommendation to the Central Council through the Human Resources Committee for approval.
3. Ensure that the Principal and members of Central Council have knowledge of the policies and procedures and monitor compliance with staff and Central Council.
4. Prepare and submit an annual budget to the Human Resources Committee.
5. Minute all meetings.

### **Composition and Qualifications**

3 Members

One Staff representative

The convener shall represent the Working Group on the Human Resources Committee

### **Commitment**

#### **Meetings**

The committee will meet regularly by email and up to twice a year by telephone. Committee members may be required to carry out work between meetings and will participate in task groups to develop specific policies.

### **Terms of Appointment**

2 year term, renewable twice

### **Authority/Decision Making**

#### **Accountability**

- to Human Resources Committee through its convener
- to the Corporation annual meeting with a written annual report
- submit a copy of minutes to Administrative Assistant for official records.

### **Supporting Policies:**

- CCS Harassment Policy
- Continuing Education Policy
- Employee Relocation
- Hiring Contract Staff
- Hiring Permanent Staff
- Personnel Policies and Procedures
- Privacy Policy
- Probation for New Employees
- Sabbatical Leave Policy for Program Staff and Principal

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- Screening Policy

**Work to be done:**

1. The CCS Harassment Policy is cumbersome and has a few anomalies in it because of the mix of all kinds of harassment and sexual harassment. It would be worth discussion about whether the policy should be re-written as a “Respectful Workplace” policy, which is what many non-profits and cities are now using. They include the harassment policy in as minimal a way as legally possible but are much more user-friendly and less daunting. This would be a task for the Personnel Policy Working in our structure but would need input from the Harassment Advisory Working Group.

**Centre for Christian Studies  
Statement of  
Policy and Procedures Regarding  
Harassment**

**I. THEOLOGICAL STATEMENT**

The Centre for Christian Studies seeks to be a community of learning characterized by relationships of mutual respect, free from exploitation, harassment, and abuse. We believe that such relationships are a reflection of God's intention for human community. We affirm the right of all persons to dignity and freedom from fear of violation.

Exploitation, harassment, and abuse distort relationships and lead to objectification, alienation and distrust between individuals and within communities, regardless of the intention of the actions. These actions are sinful and perpetuate injustice. The church is called to denounce injustice and to uphold a vision of faithful living and right relationships.

**Purpose Statement**

Harassment in any form, manner or by perception, will not be condoned or tolerated by a community that values mutual respect, dignity and the individual contributions of its employees, students and volunteers.

**II. DEFINITIONS**

**II. i Sexual Harassment**

Sexual harassment is defined as any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to reward compliance. Sexual harassment must be understood as an exploitation of a power relationship, rather than as an exclusively sexual issue. Both men and women can be harassed by members of either sex.

For the purposes of this policy, sexual harassment is deemed to include, but is not restricted to:

- (1) unwanted sexual attention by a person who knows or ought reasonably to know that such attention is unwanted;
- (2) an expressed or implied promise of reward for complying with a request of a sexual nature;
- (3) actual reprisal or an expressed or implied threat of reprisal for refusal to comply with a request of a sexual nature;
- (4) an actual denial of opportunity or an expressed or implied threat of denial of opportunity for refusal to comply with such a request; or
- (5) behaviour of a sexual nature or gender-based abusive and unwelcome conduct or comment which has the purpose or effect of creating an intimidating, hostile or offensive environment.

Examples of sexual harassment include, but are not limited to:

- (a) *sexist remarks, jokes, innuendos or taunting about a person's body, appearance, characteristics or clothes;*
- (b) *displaying of pornographic or other sexually offensive or derogatory material;*

- (c) persistent and unwelcome invitations or requests for “dates”;*
- (d) leering or other sexually suggestive gestures;*
- (e) inappropriate questions or sharing of information about a person’s sexuality or sexual orientation;*
- (f) inappropriate touching;*
- (g) sexual assault.*

Sexual harassment may be physical and/or psychological in nature. One incident or a series of incidents (even where a single incident would not necessarily be considered to be harassment) may constitute sexual harassment. It may involve individuals or groups. It may take the form of excluding an individual or a group from rights and privileges to which they are otherwise entitled.

Sexual harassment is prohibited by federal and provincial/territorial law.

## **II. ii Personal Harassment**

Personal Harassment, which is deemed to include but is not restricted to:

- (1) one or a series of objectionable and unwelcome comments or actions directed toward a specific person or group of persons which serve no legitimate work or learning related purpose and have the effect of creating an intimidating, humiliating, hostile or offensive environment;
- (2) physical or verbal abuse, threats or intimidation that is humiliating or demeaning.

Examples of personal harassment may include, but are not limited to:

- (a) repeated and continuous incidents of yelling, screaming or name-calling;*
- (b) repeated and continuous threats to terminate employment or contracts unrelated to performance;*
- (c) repeated and continuous threats to withdraw funding, scholarships or advancement opportunities unrelated to performance;*
- (d) patronizing comments addressed to a person which have the effect of undermining a person’s role in the workplace or learning environment;*
- (e) repeated incidents of interruption of work or of presence in work space that prevents work from being done in a satisfactory manner.*

## **II. iii Human Rights Harassment**

Human Rights Discrimination or Harassment, which means, except where good faith and reasonable cause exists, or where it is based upon good faith and reasonable requirements or qualifications, the differential treatment, whether intended or not, of an individual or group of individuals based on:

- (1) an individual’s actual or presumed membership in or association with some class or group of persons, rather than on the basis of personal merit;
- (2) any of the following categories: ancestry, race, colour, nationality or national origin, ethnic background, religion or religious belief, age, sex, gender-determined characteristics, gender identity, sexual orientation, marital or family status, source of income, political belief, political association or activity, physical or mental disability or related characteristics or circumstances.

The failure to make reasonable accommodations for the special needs of an individual or group, if such failure is based upon any of the characteristics referred to in section II. iii (2) above may also constitute discrimination or harassment.

Examples of harassment and discrimination include, but are not limited to:

- (a) derogatory written or oral comments and gestures such as name-calling, slurs, graffiti, pictures, remarks, or jokes based on any characteristic referred to in II.iii (2) above;*
- (b) evaluations of performance based on any characteristic referred to in II. iii (2)above;*
- (c) applying stereotypes or generalizations based on any characteristic referred to in II. iii (2) above;*
- (d) refusal to work with or share work or learning facilities based on any characteristic referred to in II. iii (2) above.*
- (e) inappropriate questions or sharing of information about a person's sexuality or sexual orientation;*
- (f) behaviour stating or implying actual or perceived abilities or inabilities based on any characteristic referred to II. iii (2) above.*

Notwithstanding any other provision of this policy, it is not discrimination or a contravention of this policy to:

- make reasonable accommodation for the special needs of an individual or group, if those special needs are based upon any characteristic referred to in II. iii (2) above;
- plan, advertise, adopt or implement an affirmative action program or other special program that has as its object the amelioration of conditions of disadvantaged individuals or groups, including those who are disadvantaged because of any characteristic referred to in II. iii (2) above.

#### **II. iv Complainant / Respondent**

The terms "Complainant" and "Respondent" are used throughout the Procedures section. These terms are chosen because they are descriptive.

- a) The Complainant is the person who is the subject of the behaviour complained of, and makes the complaint.
- b) The Respondent is the person against whom the complaint is made, the person who is called upon to respond to the complaint.

These terms do not assume the outcome of any procedures.

#### **II. v The Centre for Christian Studies**

The Centre for Christian Studies means the Centre for Christian Studies Canada, Inc. and is a corporation incorporated pursuant to the Corporations Act of the Province of Manitoba.

#### **II. vi Central Council of the Centre for Christian Studies**

The governing council of the Centre for Christian Studies which has authority to act on behalf of the Centre for Christian Studies in matters regarding this policy and its implementation.

#### **II. vii Advisory Committee**

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A committee appointed by the Central Council to be responsible for the education of the staff, students, and volunteers of the Centre for Christian Studies regarding harassment and this policy statement and for receiving, processing, and acting on complaints under this policy.

#### **II. viii Formal Hearing Committee**

A committee appointed by the Central Council at the request of the Advisory Committee to hear a complaint under this policy and to decide whether the complaint has been substantiated and to make recommendations as are appropriate.

#### **II. ix The General Council Congregational, Educational, and Community Ministries Unit**

A body of the General Council of The United Church of Canada given authority for the supervision and oversight of theological schools within The United Church of Canada. The United Church will act on behalf of both Anglican and United churches in the event of an appeal.

#### **II. x Appeal Panel**

A committee established to determine, on appeal, whether a complaint has been substantiated and to make recommendations as are appropriate.

### **III. POLICY**

The Centre for Christian Studies is committed to providing a harassment-free environment. Complaints of harassment will be taken seriously and dealt with fairly, with a view to preventing further harassment.

The Centre for Christian Studies will not tolerate any behaviour which constitutes harassment perpetrated by any member of CCS community against any other member of CCS community and such behaviour may result in disciplinary action. Any attempt to penalize a Complainant for initiating a complaint or any form of retaliation is prohibited and may be treated as a separate incident which calls for investigation by the Advisory Committee.

### **IV. ADVISORY COMMITTEE**

(1) The Advisory Committee shall include 3 members, at least one of whom shall be female and one of whom shall be male. The Committee members will be appointed by the Central Council, and will not include anyone who is either a student, staff member, Learning Facilitator, or Mentor of CCS, or their immediate family. The members of the committee should be familiar with the issues related to harassment.

(2) The term of office of Advisory Committee members shall normally be two years, renewable twice.

(3) The members of the Advisory Committee shall be appointed by the time of the annual meeting each year when vacancies exist.

(4) Upon appointment, all members of the Advisory Committee are required to become familiar with the issues involved in harassment.

- (5) The Advisory Committee shall:
- (a) ensure ongoing education regarding harassment and this Statement of Policy and Procedures;
  - (b) ensure that staff, students and volunteers are aware of the names of the members of the Advisory Committee and how to contact them;
  - (c) advise Complainants about this Statement of Policy and Procedures (see paragraph IV. B below);
  - (d) ensure that both the Complainant and the Respondent have access to pastoral care;
  - (e) ensure that the written complaint is delivered to the Respondent and advise the Respondent about this Statement of Policy and Procedures (see paragraph V. C below);
  - (f) proceed with action on complaints (see paragraph V. D below);
  - (g) report annually to the Central Council;
  - (h) considering the circumstances involved and issues of expediency and cost, on a discretionary basis, appoint someone to act on its behalf in a situation where the location of the events in question or the parties may make it impractical to proceed with any part of its responsibilities personally.
  - (i) shall request from the Treasurer of the Central Council sufficient resources to enable it to act on a complaint. Upon receipt of such request, the Treasurer will act in a way that maintains as much confidentiality as possible and will only inform the Finance Committee of the expended amounts.
- (6) A member of the Advisory Committee, including anyone co-opted to perform any of the tasks of the Advisory Committee, shall, in all matters in which he or she is involved by virtue of this Statement of Policy and Procedure, maintain total and strict confidentiality, imparting any information gathered to no one other than the parties themselves and, where a Formal Hearing is recommended or requested, the Chair of the Formal Hearing Committee (see paragraph V. E below);
- (7) Notwithstanding the need for confidentiality, each member of the Advisory Committee shall be responsible to ensure their own needs for pastoral care and support are met;
- (8) If it appears that a member of the Advisory Committee, including anyone co-opted to perform any of the tasks of the Advisory Committee, may have a conflict of interest in respect to the Complainant or Respondent, they shall be disqualified from involvement in the process related to this complaint.

## **V. PROCEDURES**

The Centre for Christian Studies has adopted the following procedures to implement its Policy regarding Harassment.

### **A. OPTIONS WHEN HARASSMENT IS SUSPECTED**

The suggestions outlined below do not need to be undertaken in any particular order or at all, nor are they necessarily appropriate in all circumstances.

Persons who believe that they have a concern regarding harassment are encouraged to explore some or all of the following options:

- if possible, identify the offensive behaviour to the individual who is offending and request that the offensive behaviour or action cease, it might be appropriate to have a supportive person present for this conversation
- seek advice of a trusted confidante and/or lawyer
- seek out pastoral care
- keep a written record of the occurrences of offensive behaviour, including times, places, witnesses present, and a record of exactly what happened or was said
- if possible, write a letter identifying the offensive behaviour to the individual who is offending and request that the offensive behaviour or action cease, have the letter delivered by assured delivery, and keep a copy
- report the suspected harassment to a member of the Advisory Committee (see paragraph V. B. below)

## **B. INITIAL COMPLAINT OR CONSULTATION**

(1) A complaint or a request for consultation may be made to any member of the Advisory Committee by a Complainant who has been directly affected by the alleged harassment.

(2) The complaint must be lodged within a reasonable time of the alleged incident(s) as determined by the Advisory Committee.

(3) Any member of the Advisory Committee who receives a complaint or a request for consultation shall contact the Complainant as soon as possible but in any event, within seven days and shall:

- (a) give the Complainant a copy of this Statement of Policy and Procedures;
- (b) ensure that the Complainant has access to pastoral care;
- (c) advise the Complainant that all consultations will be confidential and no action involving any third party will be taken without the express consent of the Complainant;
- (d) review options available to the Complainant, including:
  - (i) consultation and assistance by the Advisory Committee, with the possibility of an informal resolution, which may be attempted by
    - a request for the behaviour to stop
    - mediation with a trained mediator;
  - (ii) file a written complaint;
  - (iii) a Formal Hearing,
  - (iv) withdrawal of the complaint;
  - (v) other formal options, including initiating criminal proceedings, commencing a civil action or utilizing the processes available through the various church denominations, or;
  - (vi) lodging a complaint with the Human Rights Commission in the province or territory in which the offence occurred;
- (e) advise the Complainant that she/he is at liberty at all times to seek legal counsel;
- (f) advise the Complainant that a complaint must be made within a reasonable time of the alleged incident(s);

(g) ensure that the Complainant is aware that once a written complaint has been filed the Respondent has the right to request a Formal Hearing.

(4) A decision not to proceed after initial consultation might reflect a decision to take no action or that initial contact with the Advisory Committee has provided sufficient support/empowerment to allow the Complainant to respond and deal with the situation assertively without further assistance.

(5) If the Complainant commences proceedings before the Human Rights Commission or the criminal or civil courts or through a denominational church process with respect to the subject matter of a complaint being dealt with under this Statement of Policy and Procedures, any proceedings hereunder will be suspended until the other proceedings are discontinued or concluded, unless good cause is otherwise shown.

(6) If the Human Rights Commission, the courts in a civil proceeding, or a denominational church court renders a judgment on a complaint, that judgment shall be final (subject to either party's right to appeal through the processes of the courts rendering the judgment). If the complaint is substantiated, such will form the basis of disciplinary action taken by the Central Council.

(7) If a complaint of harassment against an employee of CCS is taken to the Human Rights Commission or the courts, the employee may be suspended with or without pay until the procedures are concluded. If the complaint is substantiated then the Central Council will take disciplinary action. If the complaint is not substantiated, then the employee will be re-instated with any wages which were withheld (unless other employment violations are in process of resolution).

### **C. WRITTEN COMPLAINT**

(1) A Complainant who decides to proceed with CCS's Harassment Procedures shall file a written complaint with any member of the Advisory Committee. The Advisory Committee will take no action without a signed written complaint.

(2) A written complaint shall contain authorization to proceed and shall also normally contain the following information: name of the Respondent, nature of the harassment and where and when it allegedly occurred. It shall be signed by the Complainant and dated.

(3) The Complainant has the right to withdraw the complaint at any time prior to the initiation of the Formal Hearing process, subject only to the right of a Respondent to request a Formal Hearing.

(4) Within seven days of receipt of a written complaint, the member of the Advisory Committee with whom the complaint was lodged shall advise the other members of the Advisory Committee that a written complaint has been lodged, and another member of the Advisory Committee shall:

- (a) deliver to the Respondent either personally or by assured delivery, a copy of the written complaint together with a copy of this Statement of Policy and Procedures, and advise the Respondent not to communicate with the Complainant and that retaliation and/or threats of retaliation will not be tolerated;
- (b) insure that the Respondent has access to pastoral care;
- (c) advise the Respondent as to the possible courses of action;
- (d) advise the Respondent that she/he is at liberty at all times to seek legal counsel.

#### **D. ACTING ON THE COMPLAINT**

(1) The Advisory Committee, or a member thereof appointed by the Committee as a whole, shall immediately proceed to act upon the complaint, and, as soon as reasonably possible attempt to arrange a meeting with the respondent.

(2) The Advisory Committee action will involve:

- (a) a review and clarification of the complaint;
- (b) a meeting with the Respondent to convey to the Respondent that a complaint has been received and to allow for the Respondent to have the opportunity to respond. A written record of the meeting shall be kept which will include:
  - (i) confirmation that the Respondent has received the written complaint,
  - (ii) confirmation that the Respondent has been advised of their right to secure legal counsel
  - (iii) confirmation that the Respondent will not communicate with the Complainant about the complaint other than through the process of the Advisory Committee and that retaliation and/or threats of retaliation against the Complainant will not be tolerated.
  - (iv) the response of the Respondent, if any;
- (c) delivering a copy of the written record of the meeting to the Complainant;
- (d) communication with the Complainant and Respondent regarding the action taken upon the complaint;
- (e) inquire of the Complainant and the Respondent if they are willing to enter into a process of informal resolution or mediation.

(3) Action upon the complaint may result in:

- (a) a mutually acceptable resolution to which the parties indicate their agreement in writing; or
- (b) a tentative resolution, in which case a reflection period of seven days shall follow. If at the end of the reflection period both parties remain satisfied, then they shall indicate their agreement in writing; or,
- (c) a failure to resolve the complaint, in which case:
  - (i) the Advisory Committee recommends a Formal Hearing; or
  - (ii) the Complainant withdraws the complaint, in which case the Respondent may request a Formal Hearing.

(4) The Advisory Committee will prepare a report at the end of the work. The report should include only the names of the parties, the written complaint, the response, and, if any, the

resolution reached. The Advisory Committee shall complete its work and make its report as expeditiously as possible.

(5) If the result of the report of the Advisory Committee is that a formal hearing is not to be held, the complaint, the response and the report of the Advisory Committee shall be delivered to the Principal, who will, if recommended in the report, create a confidential file to be kept in a secured file cabinet (see paragraph V. I below).

(6) One copy of the report shall be delivered to each of the Complainant and the Respondent.

(7) Where the Advisory Committee report indicates that a Formal Hearing is required a copy of the report shall be delivered to the Chair of the Formal Hearing Committee (see paragraph V. E. below).

(8) If there is to be a Formal Hearing, if the Respondent is an employee of CCS, that employee may be suspended with or without pay until procedures are complete. If the complaint is substantiated, then the Central Council or its Executive, will take disciplinary action. If the complaint is not substantiated then the employee will be re-instated with any wages which were withheld (unless other employment violations are in process of resolution).

(9) If the Respondent is a student, that student may be suspended from classes and from Centre for Christian Studies activities until procedures are complete. If the complaint against a student is substantiated the Central Council or its Executive will take disciplinary action.

(10) If the Respondent is acting in an official capacity for CCS for Christian Studies (such as a Council or committee member or as a program volunteer), that person may be suspended from activities related to CCS until procedures are complete. If the complaint is substantiated, then the Central Council or its Executive will take disciplinary action. If the complaint is not substantiated, then the Respondent shall be reinstated to their prior positions wherever possible.

#### **E. FORMAL HEARING COMMITTEE**

(1) Upon request of the Advisory Committee, a Formal Hearing Committee, composed of three persons, including a Chairperson, shall be appointed by the Central Council or its executive.

(2) The Formal Hearing Committee should, as far as possible, be composed of people familiar with the issues of harassment and who are respected in the community for their sense of justice. At least one member shall be male and one member shall be female. Otherwise, the Central Council may follow any recommendations of the Advisory Committee as to the composition of the Formal Hearing Committee.

(3) Upon appointment, all members of the Formal Hearing Committee are required to become familiar with the Policy and the issues involved in harassment.

(4) If it appears that a member of the Formal Hearing Committee may have a conflict of interest with respect to a Complainant or Respondent coming before a Formal Hearing Committee, then

the member will immediately withdraw from the Committee, and another member shall be appointed.

#### **F. INITIATION OF FORMAL HEARING**

As soon as reasonably possible, following the receipt of a report from the Advisory Committee requesting a Formal Hearing, the Chair of the Formal Hearing Committee shall:

- (1) name a Secretary from within its membership;
- (2) set a date and place for the Hearing, which shall be held as soon as reasonably possible;
- (3) give both parties at least 15 days written notice of the composition of the Formal Hearing Committee and the date and place of the Hearing;
- (4) inform the Executive of the Central Council of the date and place of the Hearing and the names of the parties; request that the Executive make a decision regarding the appropriateness of the Respondent continuing to function in their current capacity pending the outcome of the procedures;
- (5) consult with legal counsel as required concerning appropriate procedures;
- (6) ensure that arrangements are made for the Formal Hearing to be tape recorded.

#### **G. FORMAL HEARING**

(1) The Executive of the Central Council shall establish the resources available to the Formal Hearing Committee.

(2) Rules of evidence applicable in the province in which the Formal Hearing is held will be used.

(3) The Formal Hearing shall be closed to anyone other than the Complainant and the Respondent; and their advocates and support persons as approved in advance by the Formal Hearing Committee, unless agreed to by both the Complainant and Respondent.

(4) The Formal Hearing Committee shall decide whether the complaint is substantiated or not substantiated, and respond to any other questions it determines to be appropriate.

(5) The Secretary of the Formal Hearing Committee shall be responsible to ensure that a written decision of the Formal Hearing Committee is made and communicated by assured delivery to the Complainant, the Respondent, and the Executive of the Central Council. The decision may include recommendations to admonish, rebuke, suspend, or expel and/or other recommendations as appropriate to the case.

(6) The Decision of the Formal Hearing Committee shall be the decision of the Central Council, and shall not be the subject of debate by the Central Council. The Decision may be appealed according to the grounds for appeal (see H (3) below). If the complaint is substantiated by the Formal Hearing Committee, the Central Council shall decide the action to be taken.

(7) If the complaint against the Respondent is substantiated, the Central Council, or its Executive, immediately following the receipt of the recommendation of the Formal Hearing

Committee shall, if the Respondent is a candidate for ministry or a member of the order of ministry, inform the appropriate body in the Respondent's denomination of the disposition.

(8) If the Complaint is proven, it will be recorded in the permanent record of the Respondent.

(9) The costs of the Complainant and Respondent, may be assessed by the Formal Hearing Committee against the other party, as appropriate.

## **H. APPEAL**

(1) An Appeal may be made against a Decision of the Formal Hearing Committee.

(2) A Notice of Appeal must be sent in writing personally or by assured delivery to the United Church of Canada, Senior Executive Officer of the General Council Congregational, Educational, and Community Ministries Unit within 15 days following receipt of the Decision of the Formal Hearing Committee, with a copy to the Central Council of the Centre for Christian Studies. The Central Council shall forward a copy of the Notice of Appeal to the other party to the Formal Hearing.

(3) Grounds for Appeal are:

- i. the failure of the Body that made the Decision against which the Appeal is being made to consider the matter as completely as practicable;
  - ii. that the Decision was not in accordance with the rules of natural justice;
  - iii. that the Decision was not reasonably able to be reached on the evidence;
- or
- iv. the availability of evidence that could not reasonably have been adduced and that might be relevant.

(4) Within 30 days following receipt of the Notice of Appeal, a written statement of the grounds of the Appeal is to be received by the Senior Executive Officer of the General Council Congregational, Educational, and Community Ministries Unit. If the grounds of the Appeal are not received within the 30-day period the Appeal shall be deemed abandoned.

(5) The Congregational, Educational, and Community Ministries Unit Senior Executive Officer shall within a reasonable period of time after the receipt of the grounds of appeal, send by assured delivery a copy of the written statement to the other party to the Formal Hearing and to the Central Council.

(6) If it is the intention of the other party to the Formal Hearing to reply to the written statement of the grounds of appeal, they shall, within 20 days after a copy of the written statement of the grounds of appeal is received, send by assured delivery, a written statement in reply to the Senior Executive Officer of the General Council Congregational, Educational, and Community Ministries Unit.

(7) The Senior Executive Officer of the General Council Congregational, Educational, and Community Ministries Unit, and the staff responsible for the United Church of Canada Sexual

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Harassment Policy in the Ministry Employment Policies and Services Unit shall review the written statement of the grounds of Appeal and the reply from the other party to the Formal Hearing and decide whether to proceed with the Appeal or refuse to hear the Appeal.

(8) Notice of such decision shall be given in writing to the parties concerned, together with the reasons for such decision.

(9) If the Senior Executive Officer of the General Council Congregational, Educational, and Community Ministries Unit and the staff responsible for the United Church of Canada Sexual Harassment Policy in the Ministry Employment Policies and Services Unit allow the Appeal to proceed, then they shall appoint a Panel of three persons to hear the Appeal.

(10) The Appeal Panel should, as far as possible, be composed of people familiar with the issues of harassment and who are respected in the community for their sense of justice. At least one person shall be female and one male.

(11) Any person or representative appearing before the Appeal Panel shall have the right to appear in person, or by an advocate or legal representative, or accompanied by legal counsel.

(12) The Appeal Panel,

(a) at its discretion shall initially determine whether the appeal shall be by rehearing or by a review of the transcript and other documents from the Formal Hearing, and, if the decision is to hold another Hearing it shall hold a Hearing within a reasonable period of time; and,

(b) shall communicate its Decision to the Senior Executive Officer of the General Council Congregational, Educational, and Community Ministries Unit, the Central Council, and the parties.

(c) The Decision of the Appeal Panel shall be final.

(13) All costs of the Appeal Panel, including the cost of the transcripts, shall be the responsibility of the appellant. Should the Appeal Panel recommend a Hearing, responsibility for the cost of the Hearing will be determined by the Appeal Panel.

## **I. RECORDS**

(1) All of the files of the Advisory Committee relating to a complaint, all of the files of a Formal Hearing Committee, and all the files of an Appeal Panel relating to an appeal by a re-hearing and the transcript and any new documents which have been filed relating to an appeal by transcript shall be retained for a period of ten years.

(a) All such files will be kept in a secured central file cabinet designated for this purpose and not in files relating to any of the staff or the students of CCS who may be involved in proceedings.

(b) No information regarding the Complaint shall be kept in the regular files of the Complainant or Respondent if they are an employee or student of CCS.

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(c) If the Complaint is substantiated as the result of a decision of a Formal Hearing Committee or the Appeal Panel, then the complaint and its resolution will also be minuted in the minutes of the Central Council.

(2) The sealed file would only be opened by the Principal (or designate appointed by the Central Council) or someone acting with the express authority of the Principal (and with a second person in attendance), in the situation where there are proceedings filed against CCS (either through the court system or the Human Rights Commission or by way of a complaint filed pursuant to the procedure established by one of the denominations) or where another complaint is filed against the same Respondent and then only once the decision of the Formal Hearing Committee has been rendered. As such, the person who opened the sealed file may disclose the information contained in the sealed file to the Central Council when it is dealing with the recommendations of the Formal Hearing Committee and deciding as to the action to be taken.

(3) No one is to open a sealed file unless a second person is in attendance; the second person being someone who is bound by confidentiality, for example, a member of CCS staff or legal counsel.

(4) At June 30th, or as soon thereafter as possible, following the expiration of the 10 year period, the Principal shall ensure that the file is destroyed unopened.

#### **J. RIGHT TO COUNSEL**

The Complainant and the Respondent may at any stage of the procedures outlined in this Statement of Policy and Procedures be represented and/or accompanied by another person of his or her choice who may be a lawyer.

#### **K. CONFIDENTIALITY**

All efforts must be made to ensure confidentiality throughout all procedures under this policy. All documentation shall be marked "PERSONAL AND CONFIDENTIAL" and shall be given only to those parties with responsibility to act within this policy. All documentation shall be kept in a safe place throughout the procedures. Minutes and reports of all procedures will be typed by those with responsibility to act, to further ensure confidentiality.

No person involved in any procedures under this policy, shall disclose any information received in the course of their involvement, except as required under the terms of this policy, in the interests of the safety of either of the parties, or under compulsion of the law.

## **Conflict of Interest Policy**

Centre for Christian Studies

### **Preface**

The Centre for Christian Studies (CCS) is a national theological school of the Anglican Church of Canada and the United Church of Canada. CCS is respected in both sponsoring denominations. To maintain the high-level of support and respect, it is essential that the affairs and businesses of CCS be conducted professionally, objectively and without interference or the perception of interference arising from the personal interests of individuals involved in the decision making process of CCS.

In order to achieve this goal, CCS requires that its elected members, staff, and volunteers refrain from placing themselves in a position that could foreseeably create a conflict of interest or the perception of a conflict of interest or which could potentially give rise to a conflict of interest between their own self-interest and the interests of CCS.

It is imperative that elected members, staff, and volunteers comply fully with the spirit and intent of the provisions of this policy.

### **1. Definition**

- A. A conflict of interest occurs when the personal interests of a person (or a member of their immediate family) clash or has the potential to clash with his or her duties and responsibilities to CCS. Immediate family is defined as a married or unmarried spouse of the same or opposite sex, and their natural, adopted, step or foster children.
- B. For the purpose of this policy “personal interest” includes, but is not necessarily limited to, a business, commercial or financial interest. “Personal interest” may arise as a result of a family or marital relationship, friendships, or from former, existing or prospective business associations.
- C. A finding of conflict of interest does not depend upon willful wrongdoing by a person nor upon the issue of whether the judgment of a person has, in fact, been affected. A conflict of interest may exist whether or not a pecuniary advantage has been or may have been conferred upon the person.

### **2. Duty to Disclose**

- A. Elected members, staff, and volunteers who:
  - i) are party to a contract or proposed contract with CCS; or
  - ii) have a personal interest in any person who or organization which is a party to a contract or a proposed contract with the CCS; or
  - iii) have any other interest in any person or organization which may give rise to a reasonable apprehension of bias in connection with the exercise of their official duties; shall immediately disclose to the Central Council of CCS, or the appropriate committee, the nature and extent of their interest. The Chairs of Council or of the appropriate committee shall maintain that information [during the time they are involved with CCS].

- B. When a person is unclear whether a conflict of interest exists, it is her or his responsibility to declare her or his interest and to seek a decision determining the matter from the Central Council.
- C. Any person who becomes aware or has reasonable cause to believe that a person is in a position of conflict of interest should discuss this concern with the person, and shall report the information to one of the Co-Chairs of Central Council or to the Chair of the appropriate committee.

### **3. Confidentiality**

- A. Persons shall not disclose confidential or restricted information concerning the property, organization or affairs of CCS, unless a person's safety is at risk, nor shall any such information be used to benefit themselves or others.
- B. No persons shall seek to obtain personal gain for himself or herself, or for anyone with whom he or she is not dealing at arm's length, from the use of any information acquired in the course of his or her duties which is not generally available to the public.
- C. For the purposes of this policy, arm's length is defined as:
  - i) related persons shall be deemed not to deal with each other at arm's length; and
  - ii) it is a question of fact whether persons not related to each other were at a particular time dealing with each other at arm's length.
- D. No person, having attended or received minutes or other records of a "closed meeting" of Central Council or of a committee to which others have not been invited or allowed access, shall disclose to or discuss with anyone (other than a member of Central Council or of the same committee or as required in the discharge of appropriate duties) details of any discussions on matters coming before that meeting, or any decisions made by Central Council or the committee which are intended to remain confidential.
- E. The responsibility for maintaining the confidentiality of information or documents includes the responsibility to ensure that such information or documents are not directly or indirectly made available to unauthorized persons.

### **4. Where Conflict Exists**

- A. If a person has a conflict of interest, she or he shall disclose such interest as stated above, and shall exclude herself or himself from any meeting or portion of a meeting and shall refrain from voting upon any matter where she or he may have a conflict of interest; she or he shall not receive any confidential documents, materials or minutes of any meeting relating to that matter. Nor shall she or he discuss the matter with any Central Council or committee member or staff.
- B. When a conflict of interest exists, the person in question may be relieved of certain responsibilities respecting the conflict of interest.

### **5. Breach Of This Policy**

If any person breaches the provisions of this policy, whether by failing to declare a personal interest or a conflict of interest pursuant to Section 2 (A) or by failing to notify of a possible conflict of interest pursuant to Section 2 (B), the Central Council may take any action the Council deems appropriate.

## **Centre for Christian Studies Continuing Education Policy**

### **Professional Development**

#### **Purpose:**

The purpose of this policy is to ensure that all continuing staff have access to the educational opportunities that will enable them to function effectively in their positions.

#### **Policy:**

All staff are eligible for an equal portion of the money allocated in the annual CCS budget for Continuing Education. Money may be used toward the costs of courses, events, professional books or periodicals, degree studies or self-directed learning plans that will contribute toward the effective functioning of staff in their positions. Payment will normally be made upon presentation of receipts to the Administrative Assistant.

#### **Protocol:**

1. Staff will normally discuss their plans for upcoming continuing education with the Principal during their annual Performance Review.
2. Encouragement will be given for educational experiences that are directly job related, offer skills/knowledge that will be of direct value to the staff person in their work and to CCS, and that will directly enhance the ability of the staff person to do their job effectively or offer research on Education, Pastoral Care or Social Ministries that contributes to the field of knowledge.
3. Payment will normally be made upon presentation of receipts to the Assistant Administrator, but advances can be requested for registration or travel to events as long as receipts are provided following the events.
4. Staff are encouraged to seek other funds to help cover costs of professional development.
5. If money remains unspent by individual members of staff by November 15, the Principal may check with the staff member to ascertain their intentions the money. If it will not be spent by the individual within the calendar year, the money may be used for general Staff Development.

## **Employee Relocation Guidelines Centre for Christian Studies**

Costs for relocation to assume employment responsibilities, according to the following guidelines, will be provided by the Centre for Christian Studies when specified in the employment offer.

CCS' objective is to enable the employee to relocate without unreasonable stress or cost. In keeping with the school's commitment to be responsible stewards, employees are required to consider the most reasonable and economical way to move, including in the assessment the costs of time and stress as well as money. Wherever employees are able to provide the oversight and management of the move and be creative in reducing costs, that is appreciated.

Employees are **required** to consult with CCS staff about the anticipated moving costs as plans are developed to ensure that there is agreement on fair and reasonable expenses. Costs can either be paid directly by CCS or an employee may **receive an accountable advance** or submit receipts for reimbursement.

### **Relocation Definition**

Normally, relocation must be greater than 40 km to be eligible for coverage. Normally, an employee would relocate prior to beginning employment.

### **Professional Moves**

CCS will cover the costs of a professional move within the following guidelines:

- a minimum of three quotes is obtained, and the most economical (if trustworthy) quote is accepted
- alternative ways of transporting books (if large number) are investigated and assessed regarding cost
- the employee arranges the move directly with the moving company
- the employee packs undamagable and unbreakable items (the mover packs fragile items)
- the goods moved are legitimately the property of the employee or the family who is relocating with them
- upgraded insurance (such as replacement insurance) is the responsibility of the employee
- costs of travel will be reimbursed by receipt only and will include safe and clean, but modest accommodation, modest meals and gas based on the number of days required for a direct trip from the former location to Winnipeg for the employee and those members of their family who are relocating with them.

### **Employee Managed Moves**

An employee may prefer to rent a truck or trailer and make their own move with the help of friends, volunteers, or casual help. CCS will reimburse costs based on these guidelines:

- where possible, more than one quote on the cost of renting equipment be obtained and the most economical (if trustworthy) quote is accepted
- goods and volunteer or hired help be reasonably insured against damage and injury; upgraded insurance (such as replacement insurance) is the responsibility of the employee

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- rental and purchase of reasonable services and equipment to facilitate the move (such as dolly, specialized boxes, moving pads) can be included
- the employee arranges the move directly with the rental company and any additional labourers
- the goods moved are legitimately the property of the employee or the family who is relocating with them
- costs of travel will be reimbursed by receipt only and will include safe and clean, but modest accommodation, modest meals and gas based on the number of days required for a direct trip from the former location to Winnipeg for the employee and those members of their family who are relocating with them.

**Costs which are not covered in any move**

- Costs related to sale of former home.
- Costs related to purchase of home in new location.
- Temporary storage costs.
- Costs for kennelling and moving pets.

**Termination of Employment**

If an employee leaves the position prior to the conclusion of their probationary period, normally they are required to reimburse CCS for 50% of the moving costs which were negotiated to be covered by CCS.

**Tax Status of Coverage**

None of the relocation costs which are covered by CCS are eligible for claiming as Moving Expenses for income tax purposes. Employees are advised to keep copies of all receipts in the event that some costs not covered by CCS are eligible for tax claim.

## **Centre for Christian Studies Contract Staff Hiring Process**

### **Purpose:**

From time to time, staff need assistance with certain segments of work (such as Leadership Development Module, library management, external marker/grader, administrative or financial tasks). As well other segments of work are routinely contracted out.

### **Policy:**

CCS will from time to time hire people on short term contracts for specific pieces of work outlined in a job description. All contracts shall be written and signed and shall include terms of the contract.

### **Protocol:**

1. A variety of types of work are needed to be done by contract staff.
  - a. Routine contracts for services for the physical plant such as (but not limited to) snow clearing, computer servicing, and other maintenance matters will be arranged by the Principal and the Property Working Group.
  - b. Program Staff, Committees or the Principal may request specific work to be done through a contract employee. The Central Council will determine whether a contract position will be offered.
2. Job description is developed/reviewed, salary and benefit package determined by representatives of the staff and Human Resources Committee (HRC), and approved by Central Council, as appropriate. A decision is made regarding who needs to be involved with the search process, and in what way (for example, staff hire contract and inform HRC, joint interview team, etc.)
3. For recurrent contracts, positions will normally be advertised widely in an appropriate forum; and contracts may be renewed once without advertising.

### **Process for joint staff/HRC processes**

If it is determined that the HRC is to be involved in the hiring of a contract employee the Interview Team is formed by representatives of the staff and Human Resources Committee as appropriate

### **The Interview Team**

- reviews process for hiring and determines which steps are appropriate
- determines budget for the search and interviews and consults with Treasurer as appropriate
- prepares advertising and information for applicants
- determines a process for interviews (dates, in person, telephone, checking references before or after interview, etc.)
- consults with administrative staff about process for receiving and responding to applications
- circulates advertising in an appropriate forum

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- reviews applications and develops a short list of candidates. The number of candidates short-listed will depend on the number of resumes received and caliber of resumes
- retains notes on all decisions made regarding interviewing or rejecting applications in the event that questions of ethical practice are asked
- arranges for interviews of short listed candidates, including booking space as necessary
- shares the resumes of the short listed candidates with appropriate staff for feedback
- checks references of people interviewed (before and/or after the interviews)
- interviews applicants from the short list
- decides on the candidate, informs the candidate of the decision, including that the offer is contingent on the receipt and acceptance of and agreement with the CCS Harassment Policy (when appropriate to the position) and confirms the details of the contract with the candidate (salary, benefits, etc.)

The details which need to be discussed and negotiated with the candidate include:

- job responsibilities
- salary
- probationary period
- benefits (health, pension, life insurance, etc)
- vacation time vs. pay
- accountability
- terms for termination of contract
- seeks ratification of the selected candidate from Human Resources Committee and Central Council, if appropriate
- notifies all applicants not chosen
- determines who will announce the hiring, who needs to be informed and arranges for that to happen
- determines who will prepare the written contract and works with administrative staff to produce contract

### **Documentation**

documentation from the search, including the resumes of all rejected candidates will be retained in a sealed envelop by the CCS Human Resources files for a period of 3 years, with the appropriate identifying information on the envelope and a date for being destroyed  
-places the resume of the successful candidate in their personnel file

### **Evaluation of a Contract Position:**

Human Resources Committee receives a report from the appropriate staff person. A representative from the Human Resources Committee will conduct an exit interview with the contract staff person for use in future planning.

## **Hiring Permanent Staff**

### **Purpose:**

To secure employees who will meet the needs of CCS

### **Policy:**

Central Council shall determine vacancies in permanent staff positions and seek to fill them through a search process managed by the Human Resources Committee. Search Committees will recommend appointments to Central Council or its Executive for approval.

## **Procedures for Hiring Permanent Staff**

### **Determination of Vacancy**

**Central Council** will determine any vacancies in the permanent staff, and

- approve a job description
- determine a start date
- establish a budget for the Search (this may happen in a consultative manner with the Search Committee once it is established)
- ensure adequate budget for the employment period
- establish the anticipated terms of employment: salary, benefits, moving costs, probationary period, termination process and so on, unless otherwise stated, the terms of employment in the Personnel Policies will apply
- determine if Central Council or its Executive will approve the candidate at the conclusion of the Search
- ensure the members of the Search Committee are thanked when their work is complete

### **The Search Process**

Once the vacancy has been declared by the Central Council they will direct the Human Resources Committee (HRC) to set up a Search Committee.

The HRC shall

- appoint one of its members to the Search Committee, who shall call the first meeting of the Search Committee and provide this document to the members of the Search Committee
- ensure other Search Committee members are recruited, in consultation with Central Council and Committees, as appropriate

### **Composition of Search Committee**

Normally, the Search Committee for Program Staff will include

- a staff representative, chosen by staff
- a student representative, chosen by the HRC
- a member of the HRC

- a member of the Program committee or Central Council, HRC determines which body will be represented and the Committee/Council chooses a representative
- other members if deemed appropriate

Normally, the Search Committee for the Principal will include

- a staff representative, chosen by staff
- a student representative, chosen by the HRC
- a member of the HRC
- a member of the Central Council, chosen by Central Council
- other members, including broader community representatives if deemed appropriate, as determined by HRC

Normally, the Search Committee for Administrative or Development/Communication staff will include

- the Principal
- a member of the HRC
- a member of a committee or Central Council appropriate to the nature of the position being filled
- other members if deemed appropriate

### **Search Committee Responsibilities**

1. review process for hiring and determines which steps are appropriate
2. determine budget for the search and interviews and consult with Treasurer as appropriate
3. prepare advertising and information for applicants
4. circulates advertising in an appropriate forum
5. determine if nominations or pro-active candidate search is required and develop a plan for this if necessary
6. determine the time line for the overall process
7. decide on Search Committee functioning (consensus, chair, secretary, note taking, meetings)
8. determine confidentiality expectations
9. determine a process for interviews
  - dates for interviews (may be included in advertising)
  - arrange for space for interviews and/or phone lines
  - interview style: in person, telephone, etc., checking references before or after interview, develop set of questions for interview, etc.)
10. determine if the resumes of short listed candidates will be shared with staff, if interviewed candidates will meet staff, participate in any public forum, etc. (normally, staff would meet interviewed candidates for feedback to Search Committee re: could you work with this person?)
11. share dates with staff for their meeting with interviewed candidates
12. consult with administrative staff about process for receiving and responding to applications (for example, will receipt of applications be acknowledged)
13. review applications and develop a short list of candidates (the number of candidates short-listed will depend on the number of resumes received and caliber of resumes)

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14. prepare and send letter to send to any applicants who will not be considered further
15. retain notes on all decisions made regarding interviewing or rejecting applications in the event that questions of ethical practice are asked
16. arrange for interviews of candidates, including booking travel and accommodation as necessary
17. check references of people interviewed (before and/or after the interviews)
18. interview candidates
19. decide on the candidate, inform the chosen candidate of the decision
20. including that the offer is contingent on
  - approval of the Central Council
  - acceptance of and agreement with the CCS Harassment Policy
21. for Program Staff/Principal the expectations of the General Council of the UCC must be met, including, consultation prior to short listing and sharing name of chosen candidate for acknowledgement; the name of the chosen candidate should be shared with the Primate for acknowledgement
22. if the chosen candidate is a member of the order of ministry of the ACC or the UCC, consultation with the appropriate Bishop or Presbytery is required
23. contact Central Council or its Executive regarding the name of the candidate for approval
24. confirm the details of the contract with the candidate (salary, benefits, etc.)
25. inform other interviewed applicants of results and prepare and send letter to any other applicants
26. ensure all candidates are reimbursed for incurred expenses
27. determine who will announce the hiring, who needs to be informed and arranges for that to happen
28. determine who will prepare the written contract and works with administrative staff to produce contract
29. ensure the resume of the successful candidate is placed in their personnel file
30. review the Search process and make edits to this document that would be helpful, share evaluation and recommendations with HRC

## **Centre for Christian Studies Personnel Policies & Procedures**

The Centre for Christian Studies seeks to be a community of learning characterized by respect, openness, and intellectual stimulation. We believe that clear policy and procedure documents help members of our staff and volunteers live out their faith and demonstrate this co-operation by working together with respect and openness.

### **I Definitions of Employment**

- a) The Employer is the Centre for Christian Studies Canada Inc. through its Central Council, hereafter known as CCS.
- b) Full-Time Employment: 37.5 hours per week: Normally, Monday to Friday, 8:30 to 4:30, with some weekend work required, taking compensating time for extra hours worked.
- c) Part-Time Employment: Employment for less than 37.5 hours/week. Rate of pay hours of work, & responsibilities to be laid out prior to employment.
- d) Contract staff are hired on a term basis. The rate of pay, hours, benefits, vacation, and responsibilities are to be agreed upon prior to the commencement for each contract. A probationary period may apply; length of probation to be determined prior to finalizing terms of the contract.

### **II Responsibilities of Employee:**

#### a) Hours of Work:

The standard working hours for full-time staff are seven and one half hours per day, 37.5 hours per week exclusive of meal times. However, it is expected that the Program Staff and Principal may work more than a standard work week from time to time due to the nature of work being undertaken.

At times, excessive workload may make it necessary for any employee to work beyond their normal working hours. However, the need for overtime should be a temporary situation. Excessive overtime can be stressful, contribute to an unequal distribution of work, and lead to an unhealthy working style.

All overtime hours must be approved, in writing, in advance by the Principal. The approval must specify the number of hours being approved. Overtime that is not approved in advance will not be compensated.

Staff other than the Program Staff and Principal will be given compensating time for overtime hours worked as per Government of Manitoba legislation. In unusual pre-approved situations, staff may be paid for overtime at rates outlined in the legislation. Program Staff and the Principal are not eligible for overtime pay. For intensive overtime, at the initiation of CCS (e.g., Learning Circles, back-to-back meetings or travel assignments that makes it necessary for an employee to work long hours for an extended period of time, possibly including evenings or weekends) employees will get compensating time off.

Compensating time for all employees must be taken within three months of the week in which the overtime was earned or, if the employee puts it in writing, and the supervisor concurs, it can be taken within 12 months.

All staff are expected to negotiate their workload on an annual basis.

- b) Fulfill tasks of job description
- c) Participate in a regular Performance Review
- d) Participate in supervision according to laid-out lines of accountability.
- e) Time of notice of leaving by the employee: Expectation\_ admin staff: 1 month; program staff and principal: 3 months
- f) Termination during probation: Those leaving during probation period will give appropriate notice.

### III Responsibilities of Employer

- a) **Screening:** CCS will ensure that all Screening is done according to its policy.
- b) **Holidays:** The following statutory/public holidays are observed by the CCS:

Louis Riel Day	Good Friday	Easter Monday	Victoria Day	Canada Day
Aug/Civic	Labour Day	Thanksgiving	November 11	
Christmas Day	Boxing Day	New Year's Day		
- i) The office will be closed between Christmas and New Year's Day providing those 4-6 days of additional holiday.
- ii) When a holiday falls on a regular day off, the working day immediately before or after shall be granted. If the holiday occurs within an employee's vacation period, a similar procedure shall be followed.
- iii) In addition to the above-listed holidays, and following eleven months of continuous service, staff members are entitled to one month's (22 working days) vacation with pay. For periods of less than eleven months employment vacation is pro-rated. Normally vacation time cannot be accumulated beyond the current year of employment. Vacation dates will be determined in consultation with the staff team, in relation to both work flow and personal needs.
- c) **Benefits:** For all employees, unless hired on a service contract, deductions are made at source for the following: Income Tax, Canada Pension Plan, Employment Insurance, Pension Plans and Group Insurance Plans. The CCS contributes the Employer's Share to Employment insurance, CPP, Employee's Pension Plan and Church Group Insurance Plan. Membership in group insurance plans and pension plans are obligatory for all eligible employees.
- d) **Job Description:** As developed by the Human Resources Committee and Staff jointly, and approved by the Central Council. They shall be revised periodically.
- e) **Salary** paid on the 15th of each month
- f) **Safekeeping of staff files:**
  - i) Staff files concerning salaries, benefits, and years of service, holidays, continuing education, current job description, and screening verifications will be kept in a secure file in the administration office.

- ii) Performance review materials for each staff member will be held by the Principal.

**g) Accountability:**

Staff are accountable for their work to Central Council through the Principal and Human Resources Committee.

- i) The Principal will hold periodic structured conversations and an annual performance review with each staff member.
- ii) The principal will bring any situation to the HR Committee that, in the discernment of the Principal, needs discussion or has reached an impasse. (In the extreme of a question of termination, a recommendation would have to go from the HR Committee to Central Council).
- iii) Staff members always have direct access to the HR Committee to discuss issues or concerns. The HR Committee may on occasion invite staff (individually or collectively) to a meeting for purposes such as getting to know staff and consulting staff about HR policies.
- iv) Human Resources Committee is responsible for annual performance reviews for the Principal.
- v) Staff will organize into two reflection groups (one for Program staff and one for Administration staff). These groups are intended to provide venues for support in work-related matters, sharing of feedback and developing a sense of team in relation to the work being done by staff. The process and frequency of meeting for each reflection group be self-determined.

**h) Performance Review:**

- i) Annual performance reviews will be held by the Principal for all staff members. The review will include self-evaluation by the staff member being reviewed and may from time to time include input from students, committee members, peers and members of the constituency of CCS. Plans for the coming year may also be discussed.
- ii) Any recommendations for performance enhancement or changes to the job description will be discussed at that time.

**i) Corrective Action Plan**

**Purpose Statement-**

This policy deals with situations where an employee an individual has breached or undertaken actions contrary to the interests of the organization or has not performed their duties in a manner satisfactory to the needs of the organization.

**Policy-**

Employees of CCS are expected to be aware of and adhere to the stances and the related policies, standards, procedures and guidelines of CCS. Each employee is expected to perform her/his job as described in the job description to a level satisfactory to promote the well-being of the organization.

**Protocol-**

1. When a matter of concern comes to the attention of the Principal, s/he will meet with the staff member about whom the concern has arisen, and outline the concern(s) raised. If the matter is easily resolved or unfounded, no further action will be taken. If the situation is unclear, the Principal investigate further and meet again with the individual (or if appropriate with the individual or group who have raised the concern and the staff member.) If the staff member has acted in a manner contrary to the interests of the organization or has not performed their duties in a manner satisfactory to the needs of the organization, the Principal may institute a corrective action plan. The Principal will follow up any meetings with a written review of issues and any corrective action plan agreed upon or required which will be sent to the staff member.
2. When an unsatisfactory performance review occurs, the Principal will discuss with the staff member remedial action and an appropriate time frame for change and evaluation. This remedial plan and probationary period will be communicated in writing to the staff member with a copy to the HR Committee, and an appropriate monitoring system will be established and at the end of the probationary period a re-appraisal will occur.
3. If the Principal has reason to believe that a staff member is not able or willing to comply with a corrective action plan or perform her/his work in a satisfactory manner, the Principal will communicate her/his concerns and the steps taken to work with the individual toward changes to the HR Committee.

**j) Termination**

**Purpose**

This outlines the policy and procedures related to the termination of an employee.

**Policy**

In all cases of termination, payment in lieu of notice and amount of severance shall follow government regulations, employment standards, and case law where appropriate, with consideration given to such factors as length of service, career relocation prospects, reason for termination, and other circumstances prevailing at the time. As a general guideline, consideration should be given to providing one month of notice (or pay in lieu thereof) for every year of service. However, this amount is subject to review and adjustment in any particular case, and in light of the considerations noted above.

Termination is the last course of action and must be justified through findings from a fair and comprehensive due-diligence process. In keeping within CCS's culture and recognition that our most important assets are our people, there are specific conducts that are deemed to be so severe as to fall within a Zero Tolerance category and may include but are not limited to:

- Falsification of records, signatures, expenses, and employment applications.

*Approved by Central Council September 25, 2003  
Amended January 27, 2005, January 21, 2010*

- Intoxication from alcohol or illicit drugs while at the workplace.
- Abuse of individuals/colleagues including actions deemed as abandonment from the workplace, verbal, physical or deliberate denigration, slander or bullying of an individual.
- Unethical or criminal actions including theft from anyone.

These behaviours or acts of conduct will result in the immediate termination for cause without entitlement to “notice of termination” or payment in lieu of notice, provided that evidence fairly obtained from a due-process supports such actions.

### **Procedures**

1. The Human Resources Committee will make all reasonable efforts to ensure that the Principal has taken all the appropriate supervisory steps leading to a decision to terminate an employee, including a corrective action plan or remedial process (unless termination is for cause.)
2. A recommendation for termination shall be sent to the Central Council outlining the grounds for termination, proposed settlement (if any), and proposed date of termination.
3. All termination decisions must be approved by the Central Council.
4. The Human Resources Committee will work with the Principal to ensure appropriate support is in place for the termination meeting and follow-up that is needed.

### **IV LEAVE**

Process: If a staff person needs *emergency* leave: she/he will contact a close working colleague. That staff person will be responsible for informing other members of the staff (including the Principal) and ,if appropriate, the chair of Human Resources Committee.

1. **Sick/Stress Leave:**

- a) Continuing full time and continuing part time employees are credited with paid sick leave as an advance for the calendar year. This is calculated based on 1½ days per month for continuing full-time and pro-rated for continuing part-time employees. Sick leave credits not used will not be accumulated.
- b) Illness requiring more time needs to be considered on a case by case basis by the Principal in consultation with the HR Committee.
- c) New employees are credited with 1 ½ days of sick leave per month from the month of employment to the end of the calendar year. If the employee starts work on or before the 15th of the month, a full 1 1/2 day's credit will be given. If the employee starts after the 15th, no credit will be given.
- d) Normally for absence from work for 5 consecutive working days or longer a doctor's certificate to permit qualification for sick leave is required. Additional medical assessment may be requested by the Principal if the absence is an extended one or if frequency of absenteeism is a concern.
- e) Vacation and sick credits continue to accrue during the time for which the employee is on paid sick leave.
- f) In the event of termination of employment where annual sick leave for the current year has been used beyond the point of credit earned during the term of employment, a deduction for the unearned portion will be applied to the final salary cheque.

2. **Bereavement Leave**

Bereavement leave with pay will be provided to continuing full-time and part-time employees, including probationary and contract employees, on the death of a member of the immediate family, or other significant person, or where the employee is responsible for the funeral arrangements of a person who is not a member of the immediate family.

- a) The immediate family is usually considered, but not limited to, to be the spouse/life partner, child, step-child, birth or adoptive parent, father-in-law, mother-in-law, sister, brother, grandparents, and step-parents. Significant person implies a close friend or relative, or other, as determined by the employee, in consultation with the Principal.
- b) Up to four working days with pay is normally allowable for each circumstance, upon the employee's advice to CCS.
- c) All leaves granted will be recorded by the Principal.
- d) This policy may be extended or may be combined with Compassionate Leave if the situation is deemed, in consultation with the staff person and the human resources committee, to warrant such consideration.

3. **Compassionate Leave:**

Compassionate Leave provides time off with full pay for an unexpected short term crisis. Compassionate Leave with pay will be provided to all staff for personal emergencies, at the discretion of the staff member and Principal. Factors for determining compassionate leave may include the following:

- \* the need for the staff person and no one else to respond;
  - \* an emergency situation;
  - \* prevention from functioning even if present at work
- a) Situations of which a person has full knowledge, e.g. graduations, regular medical or dental

appointments, will not be considered for compassionate leave with pay. It is expected that employees would use compensating time, vacation time or after work hours for such situations.

- b) Unexpected short term crisis involving a significant other qualifies for this leave.
- c) Maximum entitlement under this policy in any given calendar year is normally 5 days.
- d) Such leaves are to be recorded by the Principal.

#### 4. Maternity leave:

Continuing full-time or continuing part-time employees who have worked 7 months or more are entitled to a leave of 17 consecutive weeks. Benefits accumulated to that date will be retained.

- a) In order to maintain coverage in the group insurance plan, the employee will pay her share of the premium. The CCS will continue to pay the employer's share.
- b) The employer (CCS) shall continue pension plan coverage for employees on maternal leave unless the employee has elected to discontinue contributions. Both the employer and employee contributions shall be based on pre-leave earnings.
- c) If the employee does not maintain group insurance coverage and/or does not pay pension contributions during her leave, the coverage/contributions will be reinstated on her return to work, and the usual payroll deductions will be made.
- d) For the first two weeks of leave, CCS will pay a supplement in an amount equal to 95% of the employee's regular salary at the time that the leave commenced. For the remaining 15 weeks, CCS will "top-up" the employee's Employment Insurance Benefits so that the combined amounts will equal 95% of her regular salary at the time the leave commenced. The employee is required to report her Employment Insurance earnings to CCS for "top-up" payment calculation.
- e) Vacation and sick credits will continue to accrue during the pregnancy leave of absence.
- f) An employee who delivers a still-born baby, has a miscarriage, or who suffers any illness or loss related to pregnancy will be eligible for paid compassionate leave up to a maximum of one (1) month depending on the situation and as determined in consultation with the staff member and Principal. *See also Compassionate Leave.*
- g) Paid time off will also be granted for pre-natal checkups for mothers and for employed parents bringing a new infant for regular post-natal checkups in the first year of life.

#### 4. Parental Leave:

- a) An employee who becomes a parent of a child is entitled to parental leave to a maximum of 37 continuous weeks if
  - (i) the employee has been employed by the employer for at least seven consecutive months;
  - (ii) the employee gives written notice to the employer at least four weeks before the day specified in the notice as the day on which the employee intends to begin the leave;
- b) A parental leave must commence not later than the first anniversary of the date on which the child is born or adopted or comes into the care and custody of the employee.
- c) An employee who takes maternity leave and parental leave shall take them in one continuous period.
- d) Vacation and sick credits do not accrue during parental leave.

- e) In order to maintain coverage in the group insurance plan, the employee will pay her/his share of the premium. CCS will continue to pay the employer's share.
- f) The employer (CCS) shall continue pension plan coverage for employees on maternal leave unless the employee has elected to discontinue contributions. Both the employer and employee contributions shall be based on pre-leave earnings.
- g) If the employee does not maintain group insurance coverage and/or does not pay pension contributions during her leave, the coverage/contributions will be reinstated on her return to work, and the usual payroll deductions will be made.

## **5. Adoption Leave:**

- a) An employee who becomes a parent of a child is entitled to parental leave to a maximum of 37 continuous weeks if the employee has been employed by the employer for at least seven consecutive months;
- b) Starting times for all leaves are to be negotiated in consultation with the principal and to be taken at the time of arrival of the child(ren) into the home.
- c) This policy applies to the adoption of children from infancy to pre-school age, who are newly adopted by both parents and, as such, does not apply to blended families where the child(ren) is/are natural offspring of one of the parents.
- d) Employees are required to give two (2) weeks notice of the date the leave will begin. This notice would be waived in the event of pregnancy complications, premature birth or the sudden coming into care of the adoptive child.
- e) Employees are required to give four (4) weeks notice of the date the leave is to end.
- f) Employees may change the date they intend to begin or return from leave if they give the CCS the required notice
- g) Vacation and sick credits do not accrue during adoption leave.
- h) In order to maintain coverage in the group insurance plan, the employee will pay her/his share of the premium. CCS will continue to pay the employer's share.
- i) The employer (CCS) shall continue pension plan coverage for employees on maternal leave unless the employee has elected to discontinue contributions. Both the employer and employee contributions shall be based on pre-leave earnings.
- j) If the employee does not maintain group insurance coverage and/or does not pay pension contributions during her leave, the coverage/contributions will be reinstated on her return to work, and the usual payroll deductions will be made.

## **7. Employees not returning to work after leave:**

Employees who do not plan to return to work after leave are required to give notice of at least one payment period prior to expected date of return. However they are encouraged to give notice as soon as their plans are confirmed. This will allow more effective planning for upcoming vacancies. Employees who resign for reason of pregnancy and notify their organizations of this in advance are not penalized for this by the Employment Insurance Commission.

## **8. Unpaid Leave of Absence:**

Unpaid leave of absence provides time off without pay.

- a) Family Care Leave

An employee who has been employed by CCS for at least 30 days is entitled to compassionate care leave of up to eight weeks to provide care or support to a seriously ill family member. For an employee to be eligible for leave, a physician must issue a certificate stating that:

- (a) a family member of the employee has a serious medical condition with a significant risk of death within 26 weeks from
  - (i) the day the certificate is issued, or
  - (ii) if the leave was begun before the certificate was issued, the day the leave began; and
- (b) the family member requires the care or support of one or more family members.

**b) Other**

Leave of absence without pay may be granted to continuing full-time and part-time employees at the discretion of the Principal and the Human Resources Committee of CCS, in consultation with the staff team,

- i) Leave of absence without pay in excess of 30 calendar days without payment of benefits contribution will be construed as a break in continuous service for purposes of benefit entitlement. Benefits accumulated to that date will be retained.
- ii) In order to maintain Group Insurance coverage, the employee will pay the full premium (employee and employer portions) directly to the Department of Pensions.
- iii) The employee's membership in the Pension Plan will be maintained. Should the employee wish to continue pension contributions s/he must pay the employee and employer portion, and the employee will not be eligible to receive any credit on the Plan for the period of leave.
- b) Upon the employee's return to work, all benefits will be reinstated and the usual payroll deductions made.

**V. Professional Development**

See policies on Professional Development and on Sabbaticals

**VI Harassment:**

All employees of CCS are subject to the *Harassment Policy* and are required to sign agreement to it as part of their contract.

**VII Conflict Resolution:**

Any employee in a situation of interpersonal conflict will seek resolution with the person(s) involved. If this is not successful, then parties may seek consultation with:

- a) Other Staff ,
- b) Then with the Principal, and finally if unsuccessful,
- c) An appeal to Human Resources Committee may be made.
- d) If the conflict is with the Principal, the employee may omit b) and go directly to the Human Resources Committee.

**VIII Grievance Procedures:**

Any employee who has a grievance with respect to any aspect of employment at the CCS and who has attempted to resolve this grievance through:

- a) exploring the issue with the person involved;
  - b) seeking further resolution by working with another staff person;
  - c) through presenting and exploring the issue with the Principal;
- if unsuccessful, may make an appeal to the Human Resources Committee.

If at any time there is no policy in effect with respect to a particular human resource matter, the policy of the General Council of The United Church of Canada then in effect on such matter shall apply, with the necessary changes in points of detail for the Centre for Christian Studies.

## CCS Privacy Policy

### Purpose

CCS collects and gathers personal information

- to comply with regulations set out by the Government of Canada, The United Church of Canada and the Anglican Church of Canada for an educational institution.
- To administer transactions such as the creation of donation receipts.
- To build strong relationships within the community.

The purpose of this policy is to protect the privacy of collected personal information.

### Policy

CCS collects and retains personal information of students, alumni/ae, staff and other parties associated with CCS. This information is used for the academic, administrative, employment-related, financial and statistical purposes of CCS, including for the administration of admissions, registration, awards and scholarships, graduation, alumni/ae relations and other fundamental activities related to being a member or supporter of the CCS community, a user of services provided by CCS or an attendee of CCS events. The information will be used, among other things, to admit, register and graduate students, record academic achievement, issue library cards and to operate academic, financial, alumni/ae and other CCS programs. Information on admissions, registration and academic achievement may also be disclosed and used for statistical and research purposes by the United and Anglican Churches, other affiliated educational institutions and the federal and provincial governments. The names of alumni/ae, award information, diplomas or certificates awarded and date of graduation are considered public information and may be published by CCS. In addition, student photographs posted by CCS in the form of individual pictures or class pictures may be publicly displayed.

### Protocol

#### 1. Definitions

Personal Information means information about an identifiable individual, and includes things such as gender, age, address information, ethnicity, financial information, registration, course, educational credit and grades information, ID numbers and any other data assigned to an individual.

Summarized Data means records which have been manipulated or combined to provide generalized or aggregated information.

Business contact information and publicly available information (e.g. telephone directories) are not considered private information.

#### 2. Personal Information

##### a) Employees

*Purpose for Collection:* To maintain records of employment for all human resource activities including hiring, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.

*Information:* Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational information; library records including card identification; academic records; transcripts; appointment and promotion information; resume; application

documents; letters of reference; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.

Within CCS, this information may be shared with the Principal and Human Resources Committee. Administrative staff may also have access to this information for secretarial, filing, records and library purposes. Application information will be shared with the General Council and General Synod staff representatives for Theological Education.

b) Students:

*Purpose for Collection:* To create and maintain student records for enrollment and support purposes.

*Information:* Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; religion; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; appeals; academic misconduct; disciplinary information; academic advising; counseling and medical records; financial information; sponsorship; scholarships, grants and awards.

Within CCS information may be shared with staff responsible for admissions, student records, library, those administering bursaries and student services, and externally, as necessary for students with dual enrollment with schools which offer joint degree programs with CCS, and with church judicatory bodies sponsoring students.

c) Alumni/ae:

*Purpose for Collection:* To create and maintain records for historic records, for ongoing connections and for soliciting of funds.

*Information:* In addition to the Personal information collected while the individual was a student, information may be collected on changes in the following: name; address; home telephone number; fax number; e-mail address; marital status; religion; employment history; educational history; as well as correspondence; and other information relevant to the keeping of accurate records of alumni/ae.

Within CCS, this information may be shared with those staff responsible for historic records, alumni/ae relations, public relations, and fund raising. Administrative staff may also have access to this information for secretarial, filing, records and library purposes.

d) Volunteers, Supporters, and Donors:

*Purpose for Collection:* To create and maintain records for historic records, for ongoing volunteer support, for connections and for soliciting of funds.

*Information:* Personal information may include the following: name; address; home telephone number; fax number; e-mail address; religion; library records including card identification; correspondence; financial information for donors relevant to the keeping of accurate records of donors; employment history and educational history for volunteers related to the educational components of the program.

Within CCS, this information may be shared with those staff responsible for historic records, public relations, fund raising, educational programming and volunteer management. Administrative staff may also have access to this information for secretarial, filing, records and library purposes.

### **3. CCS practices:**

- a) It is CCS practice to collect personal information directly from the individual the information is about. At the time the information is collected, CCS shall inform the individual of
  - (i) the purpose for which the information is collected;
  - (ii) the legal authority for the collection; and
  - (iii) the title, business address and telephone number of an officer or employee of CCS who can answer the individual's questions about the collection.
- b) CCS takes reasonable steps to ensure that Personal Information is kept safe from loss, unauthorized access, modification, or disclosure.
- c) CCS Volunteers who may have access to personal information will be asked to sign a confidentiality contract.
- d) CCS does not sell or trade Personal Information or give other bodies access to its mailing lists.

### **4. Access to personal information**

- a) Individuals have a right of access to records containing personal information about themselves in the custody of CCS, subject to limitations, unless access to that information will or will likely cause an unreasonable invasion of a third party's privacy.
- b) Individuals have a right to request corrections to records containing personal information about themselves in the custody of CCS.
- c) To obtain access to a record, a person must make a request to the Principal in writing.
- d) If the applicant has asked for a copy and the record can reasonably be reproduced, the principal may give the applicant a copy of the record; or if the applicant has asked to examine a record or has asked for a copy of a record that cannot reasonably be reproduced, the Principal may permit the applicant to examine the record or a part of it or by giving him or her access in accordance.
- e) An applicant who has been given access to a record containing his or her personal information and who believes there is an error or omission in the information may request the Principal, in writing, to correct the information.
- f) Within 30 days after receiving a request the Principal shall

- (i) make the requested correction and notify the applicant of the correction; or
- (ii) notify the applicant of the Principal's refusal to correct the record and the reason for the refusal, that the request for correction has been added to the record, and that the individual has a right to make a complaint about the refusal to the Human Resources Committee.

## **5. Disclosures**

Under certain circumstances, CCS will disclose Personal Information:

- a) when the individual has consented to the disclosure;
- b) to fulfill the purpose for which the Personal Information was collected or for a purpose reasonably consistent with that purpose;
- c) when the services CCS is providing to the person requires CCS to give information to third parties, such as the educational institutions with which a student is registered, church judicatory bodies or governmental bodies;
- d) where it is necessary to collect fees;
- e) if CCS engages a third party to provide services (such as computer back-up services, archival file storage, or client research) and the third party is bound by confidentiality obligations;
- f) if the information is already publicly known; and/or
- g) when CCS is required or authorized by law to do so.

CCS may also use Personal Information to generate Summarized Data for internal use and for sharing with educational institutions and government bodies with which CCS does business. Individual's identity and Personal Information will be kept anonymous in Summarized Data. Summarized Data may be used for research, marketing, or planning purposes.

## **6. Privacy Breaches**

The most common privacy breaches happen when personal information about students, constituents or employees is stolen, lost or mistakenly disclosed. The Manitoba Ombudsman has identified four key steps for public bodies to take in responding to a breach. These steps will guide CCS actions in case of a breach: contain the breach, evaluate the risks associated with the breach, decide who to notify about the breach (this may include affected individuals, police, technology providers, regulatory bodies), and take steps to prevent future breaches.

## **7. Disposal of private information**

Educational institutions may dispose of personal information in the following ways only:

- a) By destroying the personal information.
- b) By transferring it to the archives of another educational institution, in accordance with an agreement between the educational institutions authorizing the transfer.
- c) By transferring it to the provincial or church Archives.

## **8. Consent**

By providing Personal Information to CCS, people voluntarily consent to the collection, use and disclosure of Personal Information as specified in this policy. Without limiting the foregoing, CCS may on occasion ask for written or oral consent when CCS collects, uses, or discloses Personal Information in specific circumstances. Sometimes consent will be implied through a person's conduct with CCS if the purpose of the collection, use, or disclosure is obvious and the person voluntarily provides the information. In addition, CCS may collect, use, and disclose Personal Information without consent when required or authorized by law to do so.

## **Probationary Period for New Employees**

### **Purpose Statement-**

The period of probation is an evaluation period whereby the organization through the use of consistent review measures, undertakes to ensure that a newly hired employee receives the necessary support and training to fulfill the requirements of the position to the satisfaction of the organization. Further, it is an opportunity for the organization to demonstrate to the newly hired personnel, all benefits of working for the organization along with fair and deserved recognition for their contribution in efforts to retain highly qualified and talented people for all positions within the organization.

### **Policy-**

CCS hires full and part time staff to continuing positions. These staff members work during a probationary period of six months from the individual's commencement of employment. During the probationary period CCS will offer ongoing support and supervision aimed to assist the probationary employee's development and success in their role within the organization.

Toward the end of the probationary period the Principal solicit feedback from co-workers and constituents and will meet with the employee for a performance review based on the job description and the employee's fit with CCS and make a recommendation to the Council through the Human Resources Committee. Satisfactory performance during the probationary period will result in a recommendation that the employee be made a continuing employee of CCS. Unsatisfactory performance during this period of probation will result in the individual's termination during or prior to the last date of their respective probationary period.

**POLICY TITLE: SABBATICAL LEAVE**

**PURPOSE STATEMENT**

To allow a period, free from other duties, for personal development and enhancement of knowledge in a field of study relevant to the mission and work of the Centre for Christian Studies (CCS).

**POLICY**

An eligible employee shall be granted leave with full pay for a period of up to three (3) consecutive months to undertake research or other appropriate study related to that employee's role at CCS.

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**DEFINITION**

An "eligible employee" is a full-time CCS employee who;

- i.) has completed five (5) years of continuous employment with CCS, or has completed five (5) years of continuous employment with CCS since the completion of a Sabbatical Leave taken under this policy, and
- ii.) is currently employed in the position of Program Staff or Principal.

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**PROCESSES & PROCEDURES**

- 1) An eligible employee wishing to take sabbatical leave shall normally make application in writing to the Human Resources Committee at least six (6) months in advance of the start of the proposed leave. A copy of the application will be sent to the Program Committee for review.
- 2) The written application shall include;
  - i) the proposed start date of the leave, and
  - ii) the proposed duration of the leave, and
  - iii) an outline of the nature of research or study to be undertaken, specific goals and plans for addressing the goals, and the anticipated outcome, and
  - iv) the impact, if any, that the leave, if granted, will have on the delivery of CCS programs, students, and the duties of other CCS staff during the period of the leave.
- 3) The Program Committee will, upon receipt of the application, and without undue delay, review the focus of the proposal to ensure consistency with programming directions and that the goals of the research or study, will provide benefit to CCS.
- 4) The Program Committee will provide to the Human Resources Committee a report as to the suitability of the proposal.
- 5) The Human Resources Committee will, make a recommendation concerning the granting of the leave to the Central Council for final approval.
- 6) In determining its recommendation the Human Resources Committee will consider;
  - i) the report of the Program Committee, and

- ii) the timing of the leave vis-a-vis other leaves granted under this policy and any other vacation or leave granted, and
  - iii) the impact on program delivery, students, and other staff of granting the leave, and
  - iv) the financial implications of granting the leave as requested.
- 7) The Human Resources Committee will recommend the leave be granted where the consensus of the Committee is that the eligibility criteria have been met and that taking of the leave as proposed will not prevent or have significant negative impact on delivery of the program or have an unreasonable impact on students or other CCS staff.
  - 8) An employee who has been granted a leave in accordance with this policy shall normally be required to return to CCS for a period of at least twelve (12) months following the completion of the leave.
  - 9) Upon completion of the leave the employee will provide a written report to the Human Resources Committee, the Program Committee, and CCS staff. The report will be a summary of the individual's experience and learning during the leave and any recommendations which they believe will be of benefit to CCS.
  - 10) Where an employee fails to return to full-time employment following completion of a leave granted under this policy, or who voluntarily terminates the employment relationship prior to completion of the twelve (12) month period following completion of the leave, except where a shorter period has been approved by Central Council, CCS shall be authorized to withhold any monies owing to the employee as salary and vacation pay, up to the amount paid to and on behalf of the employee during the period of such leave.
  - 11) Where an employee wishes to take vacation or a combination of vacation and other leave in conjunction with a sabbatical leave, prior approval is required. Approval shall be granted only where the delivery of the program will be maintained without incurring undue and excessive cost to CCS.
  - 12) A change to the terms under which leave was granted under this policy shall require prior approval of the Human Resources Committee and Central Council.
  - 13) Where an employee ceases to continue with the research or study for which a leave has been granted under this policy, the employee shall return immediately to regular duties at CCS unless alternate arrangements have been approved by the Human Resources Committee and Central Council.
  - 14) It is understood that an employee granted leave under this policy will not normally accept alternate employment during the period of the leave.

*January 21, 2010*

## **Screening Policy and Procedures for Students, Volunteers and Staff**

### **1 Purpose**

The purpose of this policy is to help create a safe environment for all vulnerable people, by providing requirements and guidelines for screening procedures for students, learning facilitators, vocational mentors, and staff with the Centre for Christian Studies.

### **2. Background**

“Duty of Care” is a legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect the interests of the other, especially those who are vulnerable. CCS could be deemed, through the courts, to hold vicarious liability for the actions of those who function on its behalf.

Screening intends to create and maintain a safe environment for all. This involves assessing risk in the applicant and the work/learning situation, clarifying appropriate ethical and legal boundaries and regular supervision, evaluation and reporting and when necessary, dismissal or denial of admission or employment. Ongoing screening is conducted through activities like, facilitation, mentoring, peer feedback, probationary periods, performance reviews and self-evaluation.

### **3. Policy**

CCS screens students, volunteers and staff to ensure to the extent possible the safety of vulnerable people.

Screening may include written applications, confidential references which provide input from sources familiar with the person, their background and context, an interview, orientations and/or a Vulnerable Sector (level 2) Police Records Check (PRC) and Child Abuse Registry Check (CARC).

A Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check issued within the previous 12 months must be obtained by the student and staff applicant at his/her expense. CCS will accept only an original of the Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check. The PRC and CARC are the property of the student or staff and will not be kept on file by the Centre after being viewed. The Centre will document receipt, review, acceptance and return of the PRC and CARC.

Refusal to provide a PRC and CARC will disqualify the applicant.

All those who participate in the screening processes, and especially those who have access to documentation such as Vulnerable Sector (level 2) Police Records Check (PRC) and Child Abuse Registry Check (CARC), applications and references are bound by confidentiality. Inappropriate release of sensitive information is a serious violation of trust and responsibility.

## **4 Screening Processes for Students**

### **4.1 Assessment of Risk**

CCS students gather primarily in two types of community: the gathered community of co-students and staff, meeting together in Learning Circles; and the learning community which includes field placements in church or community settings. Risk is high in field settings where students may be vulnerable and may be interacting with vulnerable people and relatively low in Learning Circles where most of the work takes place in the presence of staff and other students.

### **4.2 Summary of Screening Process for Leadership Module, Diploma and Year Long Certificate Students at Admission**

1. Because it is relatively low risk, no specialized screening process will be in place for the Leadership Development Module. If cautions are raised by a student's application a screening interview may be held with the applicant to address those issues.
2. The application process for students into the Diploma or Year Long Certificate Program involves a narrative application form and confidential written references. If cautions are raised by the application a screening interview may be held with the applicant to address those issues.
3. Students will be accepted into the Diploma or Year Long Certificate Program pending viewing of a Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check issued within the previous 12 months at his/her expense. This must happen for full acceptance into the program and must be done before a student can begin a field placement, attend a Learning Circle or take any courses as part of their CCS work. CCS will accept only an original of the Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check. The Principal will document receipt, review, acceptance and return of the PRC and CARC. If the applicant is at a distance that makes it difficult for the original to be seen by the Principal, certification on a form provided by CCS of seeing the original can be sent with a copy of the PRC and CARC by the Chair of the United Church Education and Students Convener of the Presbytery (or equivalent) or the Bishop of the Diocese in which the applicant lives or the applicant can send a copy notarized by a Notary Public.
4. If the Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check reveals prohibiting factors the applicant is disqualified from admission. If the assessment reveals possible prohibiting factors a decision on admission is made by the Review Team. (See Appendix 1)
6. Students will receive orientation to CCS policies and standards regarding issues like harassment, abuse and misconduct and will sign a document acknowledging the receipt of these policies and agreement to comply with them.

### **4.3 Summary of Ongoing Screening Process for Students**

1. Documented peer and staff assessment.
2. In the field placement setting, regular facilitation meetings, written assessments, including input from volunteers/co-workers, staff contact with field placement volunteers/staff.
3. Periodic examination of CCS policies and standards regarding issues like harassment, abuse and misconduct.
4. Student self-reflection on curriculum topics such as ethics, power, boundaries and abuse.
5. Normally, only one initial Vulnerable Sector (level 2) Police Records Check (PRC) and Child Abuse Registry Check (CARC) will be required for students. The majority of students will complete the three field placements in a period of 3 to 4 years. If a student takes longer than four years to complete the program, a refreshed PRC and CARC will be required before the beginning of a fifth year in the program, ONLY if there is a field placement to be completed.

### **4.4 Prohibiting Factors to Admission or Continuance as a Student**

Normally, a student would be prohibited from entering or continuing in the program if there is any conviction, in criminal or civil court, within the past five years, for any violent crime, sex related crime, child abuse.

In the case of other convictions (for example, drug or alcohol related crimes, theft, disturbing the peace) or for convictions for any violent crime, sex related crime or child abuse that are more than 5 years old, the case will be reviewed and a decision will be made as to whether these convictions constitute prohibiting factors.

### **4.5 Assessment of Prohibiting Factors for students by the Review Team**

If the admission or ongoing screening process reveals a criminal record with convictions constituting prohibiting or possible prohibiting factors, the applicant/student will be informed by the Principal that prohibiting factors may disqualify them from the program. If a record is disclosed, the student may be required to provide further documentation detailing the actual conviction(s) and its disposition from the courts.

The applicant/student will meet with a Review Team, consisting of the Principal and the Chair of the Program Committee or their designate, to discuss the convictions to determine the circumstances, evidence of remorse, steps taken to remedy the situation or make restitution and rehabilitative treatment undertaken. The applicant/student may choose, or have appointed, a support person for this process. The Review Team will

determine if the convictions constitute prohibiting factors or not and document their decision. The decision of the Review Team will be final. The Review Team will give attention to the pastoral care needs of the applicant/student and may make an appropriate referral for pastoral follow-up.

#### **4.6 Record Storage and Access for students**

The Vulnerable Sector (level 2) Police Records Check and Child Abuse Registry Check submitted by the applicant/student are the property of the student and will be returned to the student.

Any decisions made by a Review Team will be documented for the student file. Supporting documentation will be stored in a sealed envelope in the applicant/student's file. This documentation will be destroyed when a student graduates from the Centre.

### **5 Screening Processes for Learning Facilitators and Vocational Mentors**

#### **5.1 Assessment of Risk**

Learning Facilitators and Vocational Mentors work with students directly, often in close one-on-one relationships. Facilitators and Mentors are involved (along with others) of assessing the student's completion of their field placement and making recommendations to staff for decisions. Both parties are adults and students have primary Program Staff people to whom they relate. Because the risk is low in these relationships, the screening process for Learning Facilitators and Vocational Mentors is not complex.

#### **5.2 Summary of Screening Process Learning Facilitators and Vocational Mentors**

1. A personal interview with staff and orientation session to the work of CCS and their roles, normally done by a CCS staff member.
2. Orientation to CCS policies and standards regarding issues like harassment, abuse and misconduct and a signed document acknowledging the receipt of these policies and agreement to comply with them.

#### **5.3 Summary of ongoing screening for Learning Facilitators and Mentors**

1. Direct contact from staff through out the year.
2. Staff inquiring for confidential input from students and/or volunteers.
3. Periodic examination of CCS policies and standards regarding issues like harassment, abuse and misconduct.

#### **5.4 Record Storage and Access for Learning Facilitators and Mentors**

The Centre will retain a copy of any relevant documentation for as long as that Facilitator/Mentor is acting in that role. If the Facilitator/Mentor is deemed ineligible the

decision and rationale will be kept in a confidential file related to potential Facilitators/Mentors for five years and then destroyed.

## **6. Screening Processes for Volunteers Who Sign Cheques and Legal Documents**

### **6.1 Assessment of Risk**

Signers of cheques and legal documents have access to documents and processes that could be manipulated for personal gain so are medium risk. Refusal to participate in any of the screening process will disqualify the potential signer.

### **6.2 Summary of Screening Process for Volunteers Who Sign Cheques and Legal Documents**

1. A personal interview with staff or with a member of the Council Recruitment and Development Committee.
2. Vulnerable Sector (level 2) Police Records Check (PRC). CCS will accept only an original of the Vulnerable Sector (level 2) Police Records Check. The Principal will document receipt, review, acceptance and return of the PRC.
3. If prohibiting factors are revealed, the potential volunteer is disqualified. If the assessment reveals possible prohibiting factors, a decision is made by the Review Team.
4. Orientation to CCS policies and standards regarding issues like harassment, abuse and misconduct and conflict of interest and a signed document acknowledging the receipt of these policies and agreement to comply with them.

### **6.3 Summary of ongoing screening for Volunteers Who Sign Cheques and Legal Documents**

1. Direct contact from staff through out the year.
2. Use of two signers for transaction of business.
3. Periodic examination of CCS policies and standards regarding issues like harassment, abuse and misconduct and conflict of interest.

### **6.4 Prohibiting Factors for Volunteers Who Sign Cheques and Legal Documents**

Normally, volunteer would be prohibited from serving as a signer of cheques and legal documents if there is any conviction, in criminal or civil court, within the past five years, for any violent crime, theft, or corruption crime.

In the case of other convictions (for example, drug or alcohol related crimes, disturbing the peace) or for convictions for any violent crime that are more than 5 years old, the case will be reviewed and a decision will be made as to whether these convictions constitute prohibiting factors.

## **6.5 Assessment of Prohibiting Factors for Volunteers Who Sign Cheques and Legal Documents**

If the selection or ongoing screening process reveals a criminal record with convictions constituting prohibiting or possible prohibiting factors, the volunteer will be informed by a staff person that prohibiting factors may disqualify them from signing cheques. If a record is disclosed, the volunteer may be required to provide further documentation detailing the actual conviction(s) and its disposition from the courts.

The volunteer will meet with a Review Team, consisting of any two of the following; Principal, Chair of the Finance Committee, or their designate or member of the Finance Committee; to discuss the convictions to determine the circumstances, evidence of remorse, steps taken to remedy the situation or make restitution and rehabilitative treatment undertaken. The volunteer may choose, or have appointed, a support person for this process. The Review Team will determine if the convictions constitute prohibiting factors or not and document their decision. The decision of the Review Team will be final. The Review Team will give attention to the pastoral care needs of the volunteer and perhaps make an appropriate referral for pastoral follow-up.

## **6.6 Record Storage and Access for Volunteers Who Sign Cheques and Legal Documents**

The Police Record Check submitted by the volunteer are the property of the volunteer and will be returned to them. The Centre will retain a copy of the documentation resulting from a Review Team decision for as long as that signer is acting in that role. If the signer is deemed ineligible the decision and rationale will be kept in a confidential file related to potential cheque and legal signers for five years and then destroyed.

## **7. Screening Process for Other Volunteers**

CCS will assess the risk for other volunteers and apply a screening process based on the principles in this policy appropriate to the risk.

Volunteers having on-going direct interaction and involvement with students of CCS are normally required to provide a current Vulnerable Sector (level 2) Police Records Check (PRC).

## **8 Screening Processes for Staff**

### **8.1 Definition of Staff**

For purposes of this screening process staff means those in permanent full time or part time employment, contracted or temporary staff that have direct interaction and involvement with students for a period of more than two weeks or contracted or temporary staff who have access to financial systems for more than six months. Any accounting firms contracted by CCS for financial services must be bonded, and therefore it would not be necessary to follow the specific procedures outlined in this document for

such contracts. CCS may utilize these procedures with other kinds of staff if the assessment of risk deems it necessary.

## **9.2 Assessment of Risk**

Among CCS staff there are those who work directly with students, those who have direct access to the CCS financial management system and finances and, those involved with soliciting financial support from people, including the elderly. Because of the small nature of the CCS staff almost all the staff are engaged in at least one of these activities. Because of this, and to ease administration in a volunteer organization, the same screening procedure will be used for all staff.

Refusal to participate in any of the screening process will disqualify the applicant.

## **9.3 Summary of Screening Process for staff at hiring**

1. Written application.
2. Confidential written or oral references.
3. A personal interview.
4. A recommendation to hire is made by the Search Committee or Principal pending viewing of the Vulnerable Sector (level 2) Police Records Check (PRC) and Child Abuse Registry Check (CARC). The PRC and CARC will be seen by two members of the Human Resources Committee prior to the recommendation going to Central Council. The Committee will indicate that the PRC and CARC have been seen by 2 committee members. The originals will be returned to the staff person or contractor.
5. If the PRC or CARC reveals prohibiting factors the applicant is disqualified from employment. If the assessment reveals possible prohibiting factors, then a decision regarding recommendation for hiring is made by the Search Committee or Principal.
6. Orientation to CCS policies and standards regarding issues like harassment, abuse and misconduct and a signed document acknowledging the receipt of these policies and agreement to comply with them.

## **9.4 Summary of ongoing screening for staff**

1. Probationary period of employment.
2. Regular performance reviews, including confidential input from staff peers, students and/or volunteers.
3. The PRC and CARC must be renewed every three (3) years from the date of the last issue. It is the responsibility of the staff person or contractor to provide a new PRC and CARC prior to the expiry date of the previous documents.
4. Periodic examination of the CCS policies and standards regarding issues like harassment, abuse and misconduct.

## **9.5 Human Resources Committee**

1. The Human Resources Committee shall make notation on the employee's file, or in the case of a contractor, on the CCS copy of the contract the date on which the PRC and CARC were provided and the dates of expiry of the PRC and CARC. Except as specified

elsewhere in this document, no other documentation concerning the PRC and CARC shall be recorded.

2. The staff person or contractor will sign a form provided that will indicate that the PRC and CARC have been witnessed by representatives of Human Resources Committee and that the staff person or contractor has signed that the PRC and CARC have been returned to them.

3. Confidentiality: Human Resources Committee members must not disclose the contents of any person's Police Records Check, Child Abuse Registry Check, or certificate of conviction to any individual outside the Human Resources Committee and only to committee members during scheduled meeting for the specific purpose of screening.

### **9.6 Prohibiting Factors for Staff**

1. The following shall be deemed prohibiting factors:
  - a. any conviction, in criminal or civil court, within the past five years, for any violent crime, sex related crime, or child abuse, or
  - b. any conviction, in criminal or civil court, within the past five years, for fraud, theft, or breach of trust.
2. The following shall be deemed potential prohibiting factors;
  - a. any conviction, in criminal or civil court, for a violent crime, sex related crime or child abuse which is more than five years old, or
  - b. any conviction, in criminal or civil court, for fraud, theft, or breach of trust, which is more than five years old, or
  - c. any conviction, in criminal or civil court, for disturbing the peace.

### **9.7 Assessment of Prohibiting Factors for Staff**

1. Applicants in the Search Process:

If the search or ongoing screening process reveals a criminal record with convictions constituting prohibiting or possible prohibiting factors, the applicant/staff will be informed by the Chair of the Search Committee or their designate, or the Chair of the Human Resources Committee, or their designate, as appropriate, that prohibiting factors may disqualify them from employment or continued employment. If a record is disclosed, the applicant/staff may be required to provide further documentation detailing the actual conviction(s) and its disposition from the courts.

The applicant/staff will meet with a Review Team, consisting of Chair of the Search Committee or their designate, and the Chair of the Human Resources Committee or their designate and another member of the Human Resources Committee, as appropriate, to discuss the convictions to determine the circumstances, evidence of remorse, steps taken to remedy the situation or make restitution and rehabilitative treatment undertaken. The applicant/staff may choose, or have appointed, a support person for this process. The Review Team will determine if the convictions constitute prohibiting factors or not and

document their decision. In the case of a potential employee, the decision of the Review Team will be final. In the case of an existing employee, if the decision of the Review Team is for termination of the employee, the decision of the Review Team will be presented to the Central Council or its Executive for ratification. The Review Team will give attention to the pastoral care needs of the applicant/staff and perhaps make an appropriate referral for pastoral follow-up.

## 2. Current Employees

Where the PRC or CARC presented by the staff person or contractor indicates prohibiting factors or potential prohibiting factors, as set out above, the individual will be required to meet with 2 members of the Human Resources Committee, or their designate, to discuss further actions to be taken.

Where the PRC or CARC indicated a prohibiting factor or possible prohibiting factors:

- a. the staff person or contractor will be informed by the Chairperson of the Human Resources Committee or their designate, that prohibiting factors may disqualify them from continuing employment;
- b. the staff person or contractor must immediately report to Human Resources Committee whenever they have been charged with any criminal offense, in any jurisdiction;
- c. the staff person or contractor may be required to provide further documentation detailing the actual conviction(s) and the disposition of the conviction(s) from the courts;
- d. the existence of a previous conviction may not cause automatic suspension, dismissal, discipline or other penalty. It does require explanation and conversation and, in some cases, verification.

3. A Review Team, consisting of the Chairperson of the Human Resources Committee or their designate and another member of the Human Resources Committee will be established ad hoc to deal with situations where a PRC or CARC indicates potential prohibiting factors.

4. The staff person or contractor will be required to meet with the Review Team to discuss the circumstances of the conviction, steps taken to remedy the situation or make restitution and rehabilitative treatment undertaken.

5. The staff person or contractor may choose, or choose to have appointed, a support person for this process at their own expense.

6. The Review Team will determine if the convictions constitute prohibiting factors, assess evidence of remorse, and document their decision.

7. Normally, a staff person or a contractor who works directly with students, or who solicits financial support, will be dismissed if there is any conviction, in criminal or civil court, within the past five years, for any violent crime, sex related crime, or child abuse.

8. Normally, a staff person or contractor who works directly with finances will be dismissed if there is any conviction, in criminal or civil court, within the past five years, for fraud, theft, or breach of trust.
9. In the case of other convictions, including but not limited to, drug or alcohol related crimes, theft, disturbing the peace, or for convictions for any violent crime, sex related crime or child abuse, fraud, theft or breach of trust, that are more than five years old, the case will be reviewed and a decision will be made to whether these convictions constitute prohibiting factors.
10. Where the decision of the Review Team is for termination of the employee or termination of the contract, the decision will be presented to the Central Council or its Executive for ratification.
11. The staff person or contractor will be suspended without pay for the period between the time the Review Team reaches its decision and the ratification by the Central Council. If the decision is not ratified, the individual will be reimbursed for the withheld benefits.
12. The Review Team will give attention to the pastoral care needs of the person or contractor.
13. Where the Review Team determines the conviction (s) do not constitute prohibiting factors, the staff person or contractor will be advised of the decision and no further action shall be required.

### **9.8 Records Storage and Access for staff**

The PRC and CARC submitted by the applicant/staff are the property of the applicant/staff and will be returned to them.

All documentation pertaining to the action of the Review Team will be kept in the staff person/contractor's off-site employment file until such time as that file is discarded or archived, at which time the documentation will be shredded.

## **Appendix 1**

### **Review Teams**

When potential prohibiting factors are discerned a Review Team is constituted to determine the merit of the factors. The Review Team is to meet with the individual and

discuss the convictions to determine the circumstances, evidence of remorse, steps taken to remedy the situation or make restitution and rehabilitative treatment undertaken and make a decision/recommendation of action.

**Students / Program Applicants**

The applicant/student will meet with a Review Team, consisting of the Principal and the Chair of the Program Committee or their designate.

**Volunteers**

**Cheque Signers**

The cheque signing volunteer will meet with a Review Team, consisting of any two of the following; Principal, Chair of the Finance Committee, or their designate or member of the Finance Committee

**Other Volunteers**

The volunteer will meet with a Review Team, consisting of any two of the following; Principal, the co-chairs of Central Council, or their designate.

**Staff / Job Applicants**

The applicant/staff will meet with a Review Team, consisting of Chair of the Search Committee or their designate, and the Chair of the Human Resources Committee or their designate and another member of the Human Resources Committee, as appropriate.

## **CENTRE FOR CHRISTIAN STUDIES GUIDELINES FOR SEARCH COMMITTEE EXPENSES**

When a Search Committee is created to search for contract or permanent staff, they should establish a budget and identify legitimate expenses. In some cases, prior to the Search Committee meeting the Finance Committee or Central Council will have allocated a budget line for the Search. If the cost of the search is anticipated to exceed this amount, the Finance Committee should be informed. If no preexisting budget line exists, after the budget is established the Finance Committee should be notified.

Guidelines for the expenses of the Committee (travel, meals etc.) are outlined in the CCS Policy, "Volunteer Travel Expense Policy". A copy of this policy is available from the Office Administrator. The nature of the search (for example, local or national) will determine the expense reimbursement commitments made to interviewees. The following are guidelines to assist the Search Committee in determining the commitments for a particular search process.

Travel should always be undertaken in the most economical way. Receipts for any expense claims must be submitted to CCS for reimbursement of monies. If an advance for expenses is required, this may be arranged through the Office Administrator.

### **Transportation:**

The most appropriate mode of transportation should be selected with consideration of the distance involved, cost, etc. CCS will reimburse the following:

#### **Airfare, Bus, Train:**

Where possible arrangements should be made far enough in advance to take advantage of the lowest rate possible.

Interviewees should **not** purchase Trip Cancellation insurance.

#### **Mileage:**

Mileage may be reimbursed at the rate established by the Finance Committee for the use of a personal car. This rate is designed to include some reimbursement for vehicle depreciation. Mileage costs would not normally exceed the cost of air travel.

### **Accommodation:**

Options for accommodation should be discussed with interviewees. These options include staying with friends or family, billeting or a hotel or bed and breakfast. Accommodation should be in the medium price range, with the safety and cleanliness of the premises being taken into consideration.

### **Meal Allowance:**

Claiming for meals while travelling for the interview should be discussed with interviewees and should be considered in decisions regarding the mode of transportation used. Normally the per diem rate of the United Church of Canada may be claimed. Receipts are required. When some meals during a day are provided a prorated amount for the remaining meals should be determined.

### **General:**

In some cases the Search Committee may negotiate with interviewees for other expenses to be covered (for eg. guide dog travel costs, Sunday service supply). The Committee

should inform the Administrative Assistant of these arrangements so reimbursement can be arranged.