

Centre for Christian Studies Canada Inc.
Personnel Policies

Approved by Central Council November 21, 2013

Preamble

The Centre for Christian Studies is rooted in a faith tradition shaped by covenant and by commitment to community. We seek to be a community of learning and ministry characterized by respect, openness, and intellectual stimulation. Staff and volunteers strive to live out their faith by working cooperatively in a spirit of justice, compassion, and mutual respect, committing our gifts, skills, and energy to this community. As staff and volunteers, we name our commitments as covenant and we regard our work as a sacred trust.

This context requires of the staff extreme flexibility in structuring work and work hours and serious commitment to the covenantal nature of the work. The ministry in which we are engaged requires that staff ensure the effective administration of the organization, including coverage of regular office hours, and that staff respond to the varied rhythms of the school year. All staff are expected to work some evenings and some weekends. The nature of the educational programming of CCS requires that, at certain times, some staff work many consecutive days, evenings, and weekends. The responsibilities of the Principal and the Development and Program Staff also involve travel within Canada and, occasionally, internationally.

This context asks of the CCS, as employer, that the covenantal nature of the work be taken seriously in the content and implementation of personnel policies. The following policies and implementation notes reflect our commitment to creating a just and respectful workplace and to acknowledging the requirements of provincial employment legislation.

CCS values the biblical concept of Sabbath, which calls for rest and restoration through not working, spending time with friends and family, sharing meals and celebrations in community, engaging with scholarship, the arts, and the outdoors, and taking time for worship and spiritual renewal.

This concept of Sabbath applies to the seasonal rhythm of our work by day, week, and month. It may take the form of continuing education opportunities, or Sabbath leave from the intensity of programmatic work, or compensatory time off following extended periods of productivity,.

CCS also values the biblical concept of healing, which typically takes place in a context of "retreat" from the normal stress and demands of work. Healing may be needed to recover from physical or mental illness of oneself or one's family, and to recover from loss of family and loved ones.

The application of policy relating to overtime, vacation leave, sick leave, continuing education leave, sabbatical leave, and bereavement leave is intended in the spirit of Sabbath and healing.

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 shall apply, with the necessary changes in points of detail for the Centre for Christian Studies.

1. Definitions

- 1.1. The employer is the Centre for Christian Studies Canada Inc., hereafter known as CCS.
- 1.2. The Central Council is the board of directors for the Centre for Christian Studies Canada Inc.
- 1.3. The Principal refers to the Principal or his/her designate.
- 1.4. Full Time Employment: 37.5 hours per week.
- 1.5. Part-Time Employment: employment for less than 37.5 hours per week. Rate of pay, hours of work, and responsibilities will be agreed upon prior to employment but may be changed by CCS with reasonable notice.
- 1.6. Term Employment: employment for a pre-specified term. The length of term, job description, rate of pay, hours, benefits, vacation, responsibilities, and probationary period (if applicable) will be agreed upon prior to the commencement of the term.
- 1.7. Contract Employment: Independent contractors hired for specific work with pre-established terms. Contract employees are not eligible for CCS benefits.

2. Responsibilities of Employer:

- 2.1. CCS is expected to ensure a safe workplace with fair compensation, just practices, and adequate resources (office space, database, equipment, etc.) for employees to do their job. Job descriptions are developed jointly with staff and the Human Resources Committee, approved by the Central Council, and reviewed periodically.
- 2.2. CCS will provide copies of personnel and harassment policies to all new employees. Employees will sign a letter of hire and a statement saying that they have seen and understood the personnel and harassment policies.
- 2.3. The Principal will be responsible to maintain employee files in a secure manner. These files will contain salaries, benefits, years of service, holidays, continuing education, current job description, and screening verifications. The Principal will also be responsible to hold all performance reviews, which may from time to time include input from students, committee members, peers and members of the constituency of CCS.
- 2.4. The Principal will discuss performance or other issues with the staff member and will determine any Corrective Action Plan which may include a probationary period and an appropriate time frame for change and evaluation. The remedial plan, monitoring system and any probationary period will be communicated in writing to the staff member with a copy to the HR Committee.

3. Responsibilities of Employee:

- 3.1.** 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, and participate in regular performance review processes.
- 3.2.** All employees are required to pay for and provide a Criminal Record search, including the Vulnerable Sector search as part of the hiring process and subsequently, at three year intervals during the tenure of employment. As well, employees will sign a letter of hire and a statement saying that they have seen and understood the personnel and harassment policies.
- 3.3.** All new employees are subject to a probationary period of six (6) months. During the first thirty (30) days of the probationary period, either the employee or CCS may terminate the working relationship without prior notice or pay in lieu of notice. During the balance of any probationary period the employee may resign upon giving one (1) week notice and the employer may terminate upon giving the amount of notice required by the Manitoba Employment Standard Code
 - 3.3.1.** CCS has the right to extend any probationary period at the discretion of the Principal, and/or to impose a probationary period as part of a Corrective Action Plan.
- 3.4.** Employees of CCS are expected to be aware of and adhere to the policies, standards, and procedures of CCS.
- 3.5.** Employees are expected to use CCS property responsibly. If there is demonstrated reason for concern about staff access to CCS, the employer has the right to suspend access at any time. This may include, but is not limited to:
 - Security access to entity facilities;
 - Parking privileges;
 - Email account and Internet access;
 - Telephone and voicemail use;
 - Entity property such as cell phone, laptop, credit card

4. Payroll

- 4.1.** CCS has a bi-monthly payroll cycle. Employees will be paid on the 15th and 30th of every month except in February when employees will be paid on the 15th and 28th of the month. When a pay date falls on a weekend, the automatic deposit for that pay will be on the last business day immediately preceding the weekend.
- 4.2.** When a pay date falls on a general holiday, the automatic deposit for that pay will be on the last business day immediately preceding the holiday.

- 4.3. Salaried employees are paid for all hours worked up to and including payday. Total compensation includes salary for time immediately following the previous pay date to the end of the current pay date.
- 4.4. New employees who begin working during a payroll period will receive their first pay on the next scheduled pay date, providing all documentation has been received.
- 4.5. Payroll will be directly deposited to an employee's bank account.
- 4.6. A new employee must provide a Direct Deposit Application form with complete banking information and a blank cheque. If a new employee does not have a bank account, he or she must immediately open an account and submit the required documents to the Principal. Manual cheques will be issued for a maximum of two pay periods, until this information is provided.
- 4.7. An employee must immediately inform the Principal of any changes to his or her personal banking information. These changes will take effect on the pay period following notification of changes.

5. Resignations & Terminations

- 5.1. The expectation of employee notice of resignation is one (1) month for administrative staff and three (3) months for program staff and Principal.
- 5.2. Termination may be deemed necessary in a variety of circumstances, but will be justified through a fair and comprehensive investigation. All termination decisions must be approved by the Central Council.
- 5.3. Any conduct that is considered 'zero tolerance' will result in immediate termination for cause without entitlement to "notice of termination" or payment in lieu of notice, and include (but are not limited to):
 - Falsification of records, signatures, expenses, or employment applications.
 - Abuse of individuals including verbal, physical or deliberate denigration, slander or bullying of an individual.
 - Unethical or criminal actions including theft.
- 5.4. The Principal is responsible for all payroll calculations when an employee resigns or is terminated, and will instruct the payroll provider for CCS to prepare a Record of Employment (ROE).
- 5.5. The final pay will include final wages, payment for accrued vacation, any paid entitlements and termination compensation, minus required deductions. The pay will be processed on the regularly scheduled payroll date for the payroll cycle in which the employee is terminated.

6. Hours of Work:

6.1. The hours for full time staff are seven and one half hours per day (7.5), 37.5 hours per week, exclusive of mealtimes.

6.2. Banked and Paid Overtime

6.2.1. CCS will compensate employees for all pre-approved overtime hours worked. These hours must be approved by the Principal prior to being worked. (Overtime hours accumulated during learning circles are deemed to be pre-approved.)

6.2.2. Staff will normally bank time for overtime hours worked as per Manitoba Employment Standards Code. Pre-approved overtime hours will be compensated with banked time at one and one half (1 ½) times the number of hours worked or with pay calculated at one and one half (1 ½) times the employee's regular hourly rate.

6.2.3. It is the preference of CCS that overtime hours be banked rather than taken as pay.

6.2.4. Banked time may be taken between Christmas Day and New Year's Day, when the office will be closed. Additional banked time will be taken or paid out within three (3) months of the date the overtime was worked, or by arrangement with the principal.

Staff will keep a record of their hours of work. Each employee can discuss pre-authorization for overtime with the Principal and reach an agreement of when the banked time will be taken.

If it is not possible to take banked overtime within three months of the date overtime was worked, then the employee will take it at another time approved by the Principal.

7. Benefits

7.1. CCS will pay employer portion of pension and group insurance plans. Membership in either the Anglican or United Church plans is mandatory for all eligible employees.

The default pension and group insurance plan is that of The United Church of Canada unless the employee is previously enrolled in the pension and group insurance plan of The Anglican Church of Canada. The choice of plan is to be known prior to signing a letter of offer.

8. General Holidays

8.1. The following days are recognized as general holidays: New Year's Day, Louis Riel Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August Civic

Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day.

- 8.2.** An employee is eligible to receive pay for a general holiday unless
- The employee is absent from work on a general holiday that is normally a workday and the employee is expected to work, unless absent due to illness or injury; or
 - The employee is absent from work on the last scheduled workday before the holiday or the first scheduled workday after the holiday, unless absent with the consent of CCS.
- 8.3.** The general holiday will be taken on the day it occurs.
- 8.4.** Where a general holiday falls on a day that is not a normal workday for the employee, the employee will receive a day off on a day that would normally be a workday. The employee may make a request for an alternate day off with pay within thirty (30) calendar days of the general holiday.
- 8.5.** Where a general holiday falls during an employee's vacation, the day will not be deducted from the employee's vacation entitlement.
- 8.6.** A general holiday which occurs while an employee is receiving sick leave benefits will be paid as a general holiday, and not deducted from accumulated sick credits.
- 8.7.** An employee required to work on a general holiday will be paid according to legislation.
- 8.8. Remembrance Day:**
- 8.8.1.** Where Remembrance Day falls on a day that is a normal workday for the employee, the employee will receive that day off with pay.
- 8.8.2.** Where Remembrance Day falls on a day that is not a normal workday for the employee, the employee will not receive any further remuneration.

9. Vacation Leave

- 9.1.** A full time employee will earn vacation entitlement at the rate of 1.83 days per month (22 working days per year). This entitlement is calculated as 8.462% of regular hours worked. Vacation entitlement for part time employees will be calculated as 8.462% of regular hours worked. ¹
- 9.2.** An employee may request vacation for any entitlement earned.
- 9.3.** Vacation dates will be determined in consultation with the staff team. Where conflicts arise over vacation scheduling, the Principal will undertake all

¹ For example, an employee working half time will be entitled to 82.5 hours of vacation taken over 22 days.

reasonable methods of resolving the conflict. If no resolution can be found, the employee with the most years of service will be given preference in vacation scheduling.

9.4. If an employee becomes ill while on vacation, sick leave credits may be substituted for vacation. The employee must notify the Principal as soon as reasonably possible following hospitalization or confinement, and provide supporting medical documentation upon return to work.

9.5. By the end of the employee's anniversary year, vacation entitlement earned during the previous anniversary year must be used.

9.5.1. An employee must make a written request for special vacation carryover and submit this request ninety (90) calendar days prior to the end of the anniversary year. This request will be given to the Principal for approval.

9.6. Where CCS has been unable to schedule part or all of an employee's vacation within the anniversary year, the employee may be paid in lieu of vacation or may choose to carryover his or her unused vacation.

9.7. An employee who resigns, retires, or is terminated will be paid for earned vacation entitlement as part of the employee's final pay.

10. Sick Leave

10.1. CCS provides a benefit to ensure employees have a source of income when they are unable to work due to illness or disability. Full time employees will accrue sick leave credits at 1.5 days per month to a maximum accrual of 60 days. This will be prorated for part-time employees. An employee is eligible to use sick leave credits to cover periods of absence up to the employee's maximum accrual.

10.2. CCS may request supportive medical documentation.

10.2.1. An employee absent for more than five (5) consecutive regular scheduled days will be required to provide a medical certificate prior to or on the next scheduled day of work. Failure to provide a medical certificate when requested will disqualify an employee from sick leave benefits.

10.2.2. An employee absent for five (5) consecutive regular scheduled days or less may be required to provide a medical certificate prior to or on the next scheduled day of work. This request will be made by the Principal.

10.3. In the event of illness, an employee must notify the Principal before the start of his or her regular hours of work if possible. An employee failing to notify the Principal of absence due to illness will be considered absent without leave unless a satisfactory explanation is provided.

10.4. An employee will be placed on Short Term Disability (STD) when the length of illness extends more than two (2) weeks. The employee will be placed on Long

Term Disability (LTD) when the illness extends past 6 months. The employee is responsible to ensure that all proper medical documentation has been received.

- 10.4.1. In cases where LTD is applied for and approved, the LTD carrier is the first insurer starting with the first day following six (6) months.
 - 10.4.2. Upon receipt of an approved LTD claim, Payroll will process any waiver of premiums.
 - 10.4.3. An employee returning from LTD of twenty-four (24) months or less will be reinstated in his or her original position or an alternative position in the same classification level, provided the employee has the ability and qualifications to perform the requirements of the position.
- 10.5. An employee that is terminated, resigns, or retires is not compensated for accrued sick leave credits.

11. Continuing Education Leave

- 11.1. Leave will be encouraged and granted for up to three weeks a year for education that is directly job related or contributes to research in the employee's field of knowledge. A variety of forms of continuing education will be considered, including structured courses, conferences, or self-directed programs.
- 11.2. All employees are eligible for an equal portion of the Continuing Education fund in the annual CCS budget. Education leave is to be approved by the Principal and requested in the current budget year for leave to be taken no later than the following budget year.
- 11.3. Individual education leave budget funds that are not allocated by November 15th of each budget year may be requested for general staff development by other employees.
- 11.4. The Continuing Education Fund (or other funds designated for this purpose) may be used to cover the cost of courses, events, professional books or periodicals, degree studies or self directed learning.
- 11.5. Payment will be made upon presentation of receipts, but an advance can be requested for event registration or travel as long as receipts are provided following the event.
- 11.6. The employee is encouraged to provide as much advance notice as possible.

12. Sabbatical Leave

- 12.1. Sabbatical Leave is intended as a time for renewal, healing, and restoration that benefits both employer and employee.
- 12.2. An eligible employee may request paid sabbatical leave of up to three (3) months to allow time for personal development and enhancement of knowledge in a field of study relevant to CCS.

- 12.3.** An eligible employee is a full time Principal or program staff who has completed five (5) years of continuous employment with CCS since start of employment or since completion of a previous sabbatical leave.
- 12.4.** Application for sabbatical leave will be made in writing to the Human Resources Committee and the Program Committee at least twelve (12) months prior to the start of the proposed leave.
- 12.4.1.** The application will include;
- a. the proposed start and duration of the leave,
 - b. an outline of the Sabbatical leave that includes a schedule for rest and research or study, specific goals and plans for addressing the goals, and the anticipated outcome, and
 - c. impact on duties, staff, and students at CCS.
- 12.4.2.** The Program Committee will review the proposal to ensure that programming direction is relevant to CCS, and provide a report to the Human Resources Committee as to the suitability of the proposal.
- 12.4.3.** The Human Resources Committee will review the Program Committee's recommendation, the timing of the leave in relation to other vacation or leave already granted, the impact on program delivery, students, other employees, and the financial impact of granting the leave for purposes of planning and budgeting.
- 12.4.4.** The Human Resources Committee will make a recommendation concerning the granting of the leave to the Central Council for final approval.
- 12.5.** Upon completion of the leave, the employee will provide a written report to the Principal for distribution to CCS employees, the Program Committee and the Human Resources Committee summarizing experiences, learning and any recommendations for CCS.
- 12.6.** An employee who has been granted a sabbatical leave is expected to return to CCS for a minimum of at least twelve (12) months following the completion of the leave.
- 12.7.** Where an employee fails to return to full time employment at CCS or who voluntarily terminates the employment relationship prior to a minimum of twelve (12) months following the completion of the leave, 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 leave.
- 12.8.** Where an employee terminates a sabbatical leave early, the employee shall return immediately to regular duties at CCS unless alternate arrangements have been approved by the Human Resources Committee and the Central Council.

12.9. Prior approval is required from the Human Resources Committee and the Central Council where an employee wishes to take vacation or other leaves consecutively with a sabbatical leave.

12.10. An employee on sabbatical leave will not accept alternate employment during the leave.

13. Maternity Leave

13.1. An employee with a minimum of seven (7) months of continuous employment with CCS is eligible for up to seventeen (17) weeks unpaid maternity leave.

13.2. The employee is encouraged to provide as much advance notice as possible.

13.3. An employee may use sick credits prior to beginning maternity leave if the state of her health is incompatible with the requirements of her job.

13.4. 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 the leave commenced. For the remaining fifteen (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 payment calculation.

13.5. Paid time off will be granted for pre-natal checkups for mothers and for employed parents bringing a new infant for regular check-ups in the first year of life.

14. Leave Administration:

14.1. CCS will consider the requests of all employees requiring extensions to a leave (Sick, Continuing Education, Sabbatical, Family, Compassionate Care) beyond the eligibility provisions outlined in this policy.

14.2. For these policies, "family" is defined in accordance with Manitoba Employment Standards. Children, stepchildren, parents, grandparents, partners, spouses, common law spouses, brothers, sisters, step-brothers, step-sisters, aunts, uncles, nieces and nephews are all considered family members. The definition also includes those who are not related, but whom the employee considers to be family.

14.3. The employee will request a leave, in person if possible, for review and approval by the Principal, including the reason for the leave, and the needs of or demands on the employee during this time. Consideration for the terms of the request for leave will be given in consultation with the Human Resources Committee as necessary, taking into account the circumstances of the request, and the legislation guidelines appended to this policy.

14.4. Upon returning from an approved leave (Sick, Continuing Education, Sabbatical, Maternity, Parental, Family, Compassionate Care) an employee will be entitled to

return to his/her original position or a similar position in the same classification level provided the position still exists and the employee has the ability and qualifications to perform the requirements of the position.

- 14.5. An employee returning to a position that has been discontinued will be considered for other vacancies. Should no suitable position exist, the employment agreement will be terminated.
- 14.6. An employee on approved leave (Sick, Continuing Education, Sabbatical, Maternity, Parental, Family, Compassionate Care) that exceeds five (5) scheduled, consecutive days may continue to participate in medical, pension and other benefit plans by continuing to pay the employee's contributions or premiums (based on pre-leave earnings). CCS will continue to pay the employer's contributions or premiums (based on pre-leave earnings). If the employee chooses to terminate coverage during the leave, it will be reinstated upon the return to work.
- 14.7. The employee will stop accruing sick credits and vacation entitlement from the first day of approved leave (Sick, Maternity, Parental, Family, Compassionate Care) until he or she returns to work.

15. Bereavement Leave

- 15.1. Bereavement leave will be granted between the date of death up to and including the day following the funeral
- 15.2. An employee is eligible for up to five (5) days paid leave in the event of death of a family member, with up to two (2) additional days paid leave where the funeral is held more than two hundred and fifty (250) kilometers from the employee's home.
- 15.3. An employee may reserve one (1) day of bereavement leave to be taken at a later date to attend an internment or burial.
- 15.4. An employee is eligible for up to three (3) days unpaid bereavement leave for the death of a family member.

16. Parental Leave

- 16.1. An employee who has completed seven (7) months of continuous employment with CCS and becomes the natural parent of a child, assumes care and custody of a newborn child, or adopts a child under the laws of the Province of Manitoba is entitled to parental leave to a maximum of thirty-seven (37) continuous weeks to begin within fifty-two (52) weeks following the birth date of a child, or the placement date of an adopted child.
- 16.2. The employee is encouraged to provide as much advance notice as possible.

- 16.3. An employee who takes maternity leave and parental leave shall take them in one continuous period, and shall only be entitled to one seventeen (17) week period of income top-up.
- 16.4. Paid time off will be granted to employed parents bringing a new infant for regular check-ups in the first year of life.
- 16.5. Providing an employee has not already received a “top-up” benefit, CCS will pay a supplement for the first two (2) weeks of the parental leave in an amount equal to 95% of the employee’s regular salary at the time that the leave commenced. For the next eight (8) weeks, CCS will “top up” the employee’s Employment Insurance benefits so that the combined amounts will equal 95% of her/his regular salary at the time the leave commenced. The employee is required to report her Employment Insurance earnings to CCS for payment calculation.

17. Partner Leave

- 17.1. An employee is eligible for up to two (2) days of partner leave to attend to needs directly related to the birth of the employee’s child.

18. Family Leave

- 18.1. An employee who has been employed by CCS for at least thirty (30) calendar days is eligible for family leave to a maximum of five (5) days per anniversary year to provide for the needs of a family member during illness or significant life crisis. This leave will be applied against the employee’s accrued sick leave credits.
- 18.2. An employee is eligible for unpaid family leave to a maximum of three (3) days per anniversary year.

19. Compassionate Care Leave

- 19.1. An employee who has been employed by CCS for at least thirty (30) calendar days is eligible for unpaid compassionate care leave of up to eight (8) weeks within a twenty-six (26) week period to provide care or support to a seriously ill family member. Employees may apply for Employment Insurance (EI) benefits to cover the income lost during the period of compassionate care leave.
- 19.2. An employee who has received approval for EI to cover compassionate care leave will be granted up to ten (10) regular scheduled days of sick leave credits to bridge the required waiting period for the EI benefit.
- 19.3. The employee is encouraged to provide as much advance notice as possible.