

STATEMENT of POLICY and PROCEDURE			
Manual:	Not-for-Profit	OKR No.	5.05
Section:	Human Resources	Approved	May 24, 2018
Subject:	Compensation and Working Conditions	Amended	
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1 POLICY

1.01 Pay Rates

- (a) An employee may be hired at a rate anywhere within the range based on the judgment of the hiring manager, but may not be paid outside the range for their level.

1.02 Pay Increases

- (a) Pay increases to the Leadership Team will be considered annually at the time the budget is finalized and approved, but no later than December 31st of any year. Pay increases will be based on:
 - (i) The employee's performance and contribution to the organization over the previous year.
 - (ii) The ability of the Society to afford increases.
- (b) Any pay increases to staff are at the discretion of the Leadership Team provided they are within the approved budget

1.03 Benefits

- (a) The O'Keefe Ranch and Interior Heritage Society participates in a group benefits plan. Existing employment agreements will be honoured. In future benefits and conditions of employment will be negotiated as part of the employment agreement by the Operations Director
- (b) The O'Keefe Ranch and Interior Heritage Society pays 50 percent of the premiums for extended health care coverage for full-time employees.
 - (i) If required, time off with pay may be granted to an employee to write examinations for approved courses.

1.04 Hours of Work

- (a) The office hours of O'Keefe Ranch and Interior Heritage Society are 9:00 a.m. – 5:00 p.m. with seasonal variations..
- (b) Non-management staff who work one hour or more of overtime on any one day shall be granted equal time off. Those who work more than 40 hours in one week will be compensated at the time and a half off, beginning with the 8th overtime hour worked. Any overtime shall be approved in advance by the Operations Director through the direct supervisor. The compensatory time off shall be given at a mutually agreeable time.

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1.06 Vacation and Paid Holidays

- (a) O'Keefe Ranch and Interior Heritage Society recognizes the following as paid holidays:
- New Years Day
 - Family Day
 - Good Friday
 - Victoria Day
 - St. Jean Baptiste Day
 - Canada Day
 - August Civic Holiday
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
- (b) As per the Labour Standards Act

1.07 Absence Due to Illness or Injury

- (a) As per the Labour Standards Act

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to codify employee entitlements granted by the organization.

3 SCOPE

- 3.01 This policy applies to all employees.

4 RESPONSIBILITY

- 4.01 It is the responsibility of the employee to read and understand the terms of this policy.
- 4.02 It is the responsibility of all supervisors in conjunction with the Operations Director to manage hours of work, vacation and sick days in balance with the needs of the organization.

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- 4.03 It is the responsibility of the Operations Director to arrange for benefits coverage and administer benefits.
- 4.05 It is the responsibility of the Operations Director to negotiate benefits coverage with service providers in the context of the operating budget.
- 4.06 It is the responsibility of the Operations Director to provide market comparators for assessment of pay ranges and to make recommendations to the President.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Provincial Employment Standards Act
Provincial Human Rights Code
Provincial Pay Equity Act
Provincial Occupational Health and Safety Act
Provincial Workplace Safety and Insurance Act
Federal or Provincial Privacy Act
 OKR 2.04 – Ethics
 OKR 5.01 – Human Resources Primer
 OKR 5.02 – Recruitment, Selection and Orientation
 OKR 5.03 – Performance Planning and Management

7 PROCEDURES

7.01 Pay Increases

- (a) The Operations Director has the authority to grant increases for all general staff with the exception of the Leadership Team within the total amounts allocated for this purpose by the Board of Directors in its annual budget deliberations
- (b) The Operations Director may not grant the Leadership Team an increase, but may request a review of their compensation by the Human Resources Committee of the Board of Directors. The Human Resources Committee

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will make all reasonable efforts to perform such a review within a reasonable period of time and present the information to the Board for consideration.

7.03 Overtime

- (a) Overtime hours must be agreed upon in advance by the Leadership Team and will be compensated per Labour Standards
- (b) Monthly, the Operations Director will provide summaries of overtime worked and lieu time earned and granted during the month to the Finance Director.
- (c) Lieu time earned may be taken at any time with the approval of the supervisor and based on organizational requirements. Lieu time may be appended to vacation leave if the workload can be otherwise accommodated.

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7.04 Time Off

- (a) Vacations shall be taken at a time between Nov. 1 and April 30 as mutually agreed upon by employees and Leadership Team or in case of the Leadership Team, mutually agreed upon by the Board of Directors

7.05 Time Off Due to Illness or Injury

- (a) At the discretion of the Operations Director.

7.06 Leaves of Absence

- (a) At the discretion of the Operations Director.