

# DEH CHO LAND USE PLANNING COMMITTEE

## PERSONNEL AND ADMINISTRATION POLICY

**DEH CHO LAND USE PLANNING COMMITTEE**  
*One Land One Plan*



*Ndéh Łié - Mek'ée Ats'et'ı Łié*  
**Dehcho Ndéhé T'áhagot'gha Sááhníogíꝑáh-ké**

**Approved July 24, 2003**

***Amended May 6, 2005***

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**POLICY**

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**PURPOSE AND SCOPE**

A Personnel/Administration Policy is a useful management tool in dealing with matters related to staff management and control. Personnel management applied in a fair and consistent manner will result in a better working environment and more productive staff. Improved staff/management relationships are another benefit of a well-developed personnel policy.

The members of Deh Cho Land Use Planning Committee, in the interest of fair and equitable and accountable governance have established a Personnel/Administration Policy, which applies to all employees of the Deh Cho Land Use Planning Committee.

All employees are to be given a copy of the Personnel/Administration Policy at the orientation of their position.

All employees of Deh Cho Land Use Planning Committee, direct or contracted, are expected to conduct their employment by the Personnel/Administration Policy.

Training and development of employees, to enable Deh Cho Land Use Planning Committee employees to progress to senior positions in the Administration and agencies shall be provided and encouraged.

These Regulations apply to all persons employed by the Deh Cho Land Use Planning Committee, including contract employees.

The DCLUPC Administration/Personnel Policy is in effect as of July 24, 2003.

Whenever and where ever appropriate this Personnel/Administration Policy will apply to all contractors and consultants of Deh Cho Land Use Planning Committee.

Offers of Employment shall be issued for any position with Deh Cho Land Use Planning Committee.

## **CONDUCT**

DCLUPC employees are the support staff of the Deh Cho Land Use Planning Committee. They are expected to carry out the duties and policy decisions assigned by their supervisor and committee members conscientiously.

It shall be the duty of a DCLUPC employee at all times to conduct themselves in a manner that will reflect excellence and pride in themselves, their employers and their community.

DCLUPC employees shall protect and care for all property entrusted to them.

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## **INTERPRETATION**

DCLUPC means Deh Cho Land Use Planning Committee

The BOARD means the five members of the Society as defined in the Certificate of Incorporation of the Deh Cho Land Use Planning Committee under the Societies Act of the Northwest Territories.

EMPLOYEE means any person receiving pay in wages or salary, for work performed for the Deh Cho Land Use Planning Committee, including wages for temporary work, but does not include a person on a service contract.

EMPLOYER means the Deh Cho Land Use Planning Committee.

REGULATIONS means any rules set up by the Deh Cho Land Use Planning Committee which are not policies and which apply only to certain activities or programs.

SUPERVISOR means any employee who is responsible for directing the workload of any other employees.

ANNIVERSARY DATE means an employee's yearly date of the commencement of work.

IMMEDIATE FAMILY means an employee's married or common-law spouse, children and step-children, parents, spouse of mother or father including common-law, brother, sister, father/mother-in-law, spouse of mother-in-law or father-in-law including common-law, or relative who lives on a permanent basis in the same house as the employee or with whom the employee resides.

LAY OFF means an employee whose employment has been terminated because of lack of funding or discontinuance of a function or lack of work.

OVERTIME means work performed by an employee in excess of or outside of his/her regularly scheduled hours of work.

PROBATION means a period of 6 (six) months from the day on which an employee is first appointed/promoted to a position.

### **RATES OF PAY**

- Weekly rate of pay means an employee's annual salary divided by 52.176;
- Bi-weekly rate of pay, means an employee's annual salary divided by 26.088;
- Daily rate of pay, means an employee's Weekly rate of pay divided by five (5) days.

DISCIPLINE is defined as a system of rules of conduct and the order maintained and observed among persons under authority, and implies a respect on the part of all employees for the goals and expectations of the Deh Cho Land Use Planning Committee. The Administration/Personnel Policy acts to ensure and promote proper order, efficient control, and acceptable conduct. It is preferable that supervisors communicate openly with employees, regarding any breach of conduct or unsatisfactory work performance and employees are encouraged to voluntarily correct their behaviour.

# **POLICY 1.0 CONFIDENTIALITY**

## **POLICY**

Confidential Information, defined as including, but not limited to, information about clients, legal matters, Deh Cho Land Use Planning issues, personal financial information, personal health information, and other personal information acquired by an employee conducting the business of the Deh Cho Land Use Planning Committee shall be confidential and shall not be released by the employee to the general public or the news media unless previously authorized by the Senior staff person, by direction of a quorum of Board Members or unless otherwise required to disclose by a Court of Law.

## **PROCEDURES**

1. Breach of this section may be deemed just cause for immediate dismissal.
2. As a term of employment, this clause will survive the termination of employment and the employee agrees to be liable in damages to the employer for breach of this section both during and after his/her employment.
3. All Employees must sign confidentiality Forms
4. Confidentiality Form used by Deh Cho Land Use Planning Committee

**I, \_\_\_\_\_ understand that in my role as an employee of the Deh Cho Land Use Planning Committee, I will become aware of information and knowledge of situations that must be held in confidence. I declare that I will act with discretion and hold in confidence any and all matters that devolve upon me by reason of my employment with the Deh Cho Land Use Planning Committee and I will not, without due authority, disclose or make known any matter that comes to my knowledge by reason of such employment.**

**Date:**

**Signed:**

**Witness:**

## **POLICY 2.0 CODE OF ETHICS**

### **POLICY**

Employees are to carry out the duties of their positions conscientiously, loyally, and honestly, under the direction of the Deh Cho Land Use Planning Committee.

### **PROCEDURES**

1. The integrity and dignity of Deh Cho Land Use Planning Committee programs and staff are to be maintained at all times.
2. Employees are to be prompt, courteous and professional in the performance of their duties.
3. Employees are to use initiative to find ways of doing their work more efficiently, effectively, and economically.
4. Employees are to conduct themselves in a professional manner and develop a positive proactive attitude in dealing with fellow employees, residents, other interests involved in the planning process, and the Deh Cho Land Use Planning Committee.
5. During work hours, employees are to devote themselves to their duties of employment, and adhere to the Deh Cho Land Use Planning Committee policies and procedures.
6. Employees must conduct themselves while on duty and in public, in a manner that will bring credit to themselves, and the Deh Cho Land Use Planning Committee.
7. Employees must show respect for the authority and jurisdictional structure of the Deh Cho Land Use Planning Committee.
8. Employees must maintain a satisfactory standard of dress, personal hygiene, and general appearance, appropriate to their duties.
9. Profanity will not be accepted in dealings with the public; staff must be courteous and polite towards each other and the public.
10. Staff will give out official or confidential information acquired on the job only when the release of such information has been authorized by the Deh Cho Land Use Planning Committee.
11. Personal information gained on the job about other employees or about clients must be kept confidential.
12. Employees shall use equipment, property, or supplies, which are owned or rented by the Deh Cho Land Use Planning Committee for authorized purposes only and follow any regulations set up for the use of a particular piece of property.
13. Staff shall protect and care for all Deh Cho Land Use Planning Committee property entrusted to them, and report to relevant manager any faulty equipment, which requires repair.

14. Information discussed during Deh Cho Land Use Planning Committee in-camera meetings must be kept confidential.
15. Do not publicly criticize other employees, or the Deh Cho Land Use Planning Committee policies.
16. Provide constructive criticism and suggestions through proper channels, and seek to make the workplace as harmonious as possible.
17. Do not consume alcohol or take non-prescription drugs during the workday. Disciplinary action will be taken if an employee consumes alcohol or drugs while on the job.
18. No employees shall charge personal long distance phone calls to any of the Deh Cho Land Use Planning Committee phone numbers.
19. Every employee has the right to be free from any sexual harassment, physical harassment, or threats of physical abuse which causes offence, embarrassment, or fear.
20. All employees shall follow the policies and regulations as set out by the Deh Cho Land Use Planning Committee.
21. All employees at the start of their employment shall read the administration and personnel policy.
22. All employees are expected to carry out their job to the best of their ability and in a professional manner, in a way that reflects well on themselves and the Deh Cho Land Use Planning Committee.
23. Staff is expected to adhere to and work towards furthering the Deh Cho Land Use Planning Process and strive to practice the adopted principles in their workplace.

## **POLICY 3.0 PERSONNEL SELECTION COMMITTEE**

### **POLICY**

Resumes may be submitted to Deh Cho Land Use Planning Committee. A formal letter of intent and a resume may suffice. Such information shall include personal history, previous experience, references and any other relevant information applicable to the position.

### **PROCEDURES**

1. The Board will appoint a Personnel Selection Committee to screen applicants. The Selection Committee will include at least three members and will review all applications received.
2. Any person involved in making a hiring decision regarding a permanent, full or part-time position has a potential conflict of interest and must withdraw from the hiring process, if one of the applicants is of his/her immediate family.
3. Candidates who meet the requirements, standards, and qualifications for the position will be given the opportunity for employment interviews.
4. Competitions will be assigned deadlines, and all applications by candidates must be received by the day of the competition deadline, in order to qualify.
5. First preference will be given to residents of the Deh Cho territory.
6. The recommendation for the successful candidate by the Personnel Selection Committee shall be recorded in the Committee report; outlining the name, position, salary, starting date and submitted to the Board for approval.
7. Steps in the selection of employees shall be as follows:
  - a. The administration shall keep an up to date list of all applications received for any position and shall keep all applications in an individual file. These are to be stamped confidential.
  - b. The Senior staff person responsible for hiring shall prepare an eligibility list of all applications. All applications shall be reviewed against draft questions for the position being applied for and recorded on tally sheets.
  - c. The Personnel Selection Committee shall interview applicants who have been pre-screened. The Personnel Committee will recommend who shall be hired. The recommendations shall be subject to Board approval.
  - d. All applications received shall be reviewed against the qualifications and all members, who meet the minimum requirements, shall be considered further.
  - e. References will be checked by the Personnel Selection Committee or someone designated by the Personnel Selection Committee.
  - f. The Personnel Selection Committee will confirm the offer and acceptance of an employee by a motion at the next Board meeting where signing authority is required.

The Senior staff person will ratify the appointment by signing the "Terms of Employment" form.

- g. The successful candidate will be notified ASAP, first by phone and then provided with a written offer of employment. This written offer of employment shall include the job title, the starting salary, the employment start date, a copy of the job description, the Deh Cho Land Use Planning Committee Personnel/Administration Policy and any other information relevant to the appointment.

## **POLICY 4.0 HIRING AND RECRUITMENT**

### **POLICY**

Hiring and Recruitment of Employees for the Deh Cho Land Use Planning Committee

### **PROCEDURES**

1. The Deh Cho Land Use Planning Committee shall employ no person unless the position is in a budget approved by the Deh Cho Land Use Planning Committee or the Board gives special approval for the position.
2. The Deh Cho Land Use Planning Committee Board is responsible for the hiring of the Senior staff person.
3. The Senior staff person is responsible for the hiring of all other employees in accordance to Policy number 3.0, but consultation with the Board is required for all senior permanent positions.
4. All permanent and part-time positions shall be advertised by means of notices. Notices shall be posted in accessible places. Such notices shall include job description summary, minimum qualifications, and application closing date.
5. All temporary, Part-time, Casual, Term, and Permanent positions will be advertised unless there is a time constraint. Any person hired to a temporary position will have the authority and responsibility that normally goes with the position.
6. In the event that the Senior staff person recommends a re-classification of a position for an employee, the re-classification of the position shall be subject to Board approval and direction on whether to advertise such position to the residents of the Deh Cho territory.
7. The successful applicant will be provided with a written offer of employment. The offer of employment will include the job title; terms of employment, probation period, starting salary/wages, and employment start date, a copy of the job description, and the Deh Cho Land Use Planning Committee Administration/Personnel Policy and any relevant information to the appointment.
8. If the applicant accepts, then she/he must return a signed Offer of employment within the designated period of time.
9. All Hiring decisions are final.
10. Qualified Applicants from the Deh Cho territory shall be given preference over other applicants.
11. Dene Zhatie speaking persons will be given preference for positions based on the necessity for the language in the position.
12. No person may be a member of a Selection Committee if he/she is an immediate relative of any candidate being considered for the position; or any person who resides permanently in

the same household; or has resided with the applicant continuously for one year immediately preceding their application for the position being considered.

13. References will be checked on all candidates before offers of employment are made.

## **POLICY 5.0 TEMPORARY EMPLOYMENT**

### **POLICY**

The Senior staff person may hire employees to fill temporary positions. Such temporary positions may not be renewed or extended. If such a position is reclassified to permanent upon Board approval, an open competition will be held.

### **PROCEDURES**

1. Employees may be appointed to perform the duties of a higher position on a temporary basis.
2. Employees appointed to a temporary position, will be paid at the higher position rate for the acting assignment period of time.
3. No employee will be forced to accept an acting position at a reduced rate of pay.
4. If the acting position is at a lesser rate of pay, than the employee will continue to receive their normal rate of pay while in the acting position.

## **POLICY 6.0 TERM OR CONTRACT**

### **POLICY**

All temporary, part-time, casual, term and contract persons who are approved by the Board to be employed for specific work shall be considered under this policy.

### **PROCEDURES**

1. The temporary, part-time, casual, term employment and contract will specifically state type of work to be carried out, start and ending date of employment or contract, amount of pay/salary/wages to be received by said person, and other relevant terms of the employment.
2. Prior to starting employment, the said person and Senior staff person must draft up an agreement or offer of employment specifically stating the above; this document must be signed before commencement of work.
3. There will be no salary increments for persons on term and contract, unless approved by the board in advance.

## **POLICY 7.0 EMPLOYMENT CLASSIFICATIONS**

### **POLICY**

Employment Classifications

### **PROCEDURES**

1. All employees shall be hired on an indeterminate, temporary, permanent, or casual basis.
2. All staff may be paid on an hourly basis or an annual salary basis, but are still subject to filling out and signing time sheets.
3. All new employees shall be informed of their maximum daily, weekly, or biweekly hours of work; and for casual, shift, or part time employees, what part of the day they are required to work.
4. Each employee shall be informed of his or her hourly and/or biweekly gross salary.
5. Temporary, Part-time, Casual, Term and Permanent employees are hired for the duration of a job or for a specific term with a commencement date and end date (for example, to replace an employee on maternity leave or approved leave of Absence; Terms of Employment may be extended in writing by supervisors with a commencement date and end date).
6. Temporary employees cease to be employed on either the completion of the work or at the end of their term unless appointed to another temporary or permanent position.

## **POLICY 8.0 RECLASSIFICATION**

### **POLICY**

Changes in the rates of pay applying to a position or class level shall be based on the same factors as in the Reclassification Process and shall be recommended in writing by the Supervisor to the Board.

### **PROCEDURES**

1. The job descriptions applying to particular position shall be reviewed by the Supervisor, to determine if changes in duties and responsibilities are significant enough to warrant an adjustment in the position's class and level in accordance with Policy 4.0, procedure #6.
2. The Board shall review and may adjust a position's class and level.

## **POLICY 9.0 COMMENCEMENT OF EMPLOYMENT**

### **POLICY**

In order to commence as an employee with the Deh Cho Land Use Planning Committee, the following conditions must be completed/agreed upon by the employee, and the Senior staff person responsible for hiring is expected to ensure documentation is complete, and meets all appropriate policy requirements.

### **PROCEDURES**

Employer/Senior staff person

1. The Senior staff person must make clear to the prospective employee the probationary period related to the position.
2. The Senior staff person is responsible for ensuring all documentation is completed as per Deh Cho Land Use Planning Committee commencement list.
3. The Senior staff person will ensure that the following forms will be signed, where required, by the employee.

### **COMMENCEMENT CHECK LIST**

- Offer of Employment
  - Resume
  - Job Description
  - Interview Record
  - Personal Reference Check (3)
  - Overtime agreement
  - Statutory Declaration/Confidentiality
  - Tax Form TD1
4. In addition, a Notice of Employment must be completed and circulated.
  5. The Senior staff person will finalize the process by signature.
  6. An orientation package and letter of welcome, with a copy of the signed job description and notice of employment will be given to all new employees at the date of commencement.
  7. The Senior staff person will forward a copy of the completed file to the Office Manager.
  8. Salary payments will be issued within two weeks of approved commencement and/or change of status, from wage to salary. This will also apply to wage staff who become permanent employees.
  9. Personnel files will be secure at all times, and retained on site.

## **POLICY 10.0 JOB DESCRIPTIONS**

### **POLICY**

Job Descriptions are required for all positions with the organization and as required will be updated every year during Performance Evaluations.

### **PROCEDURES**

1. The incumbent and their supervisor must sign all Job Descriptions.
2. Original copies of Job Descriptions are to be kept on the Personnel file, and one copy returned to employees by the Supervisor.
3. Qualifications for all positions are included in the Deh Cho Land Use Planning Committee Job Descriptions and must be adhered to; unless the Board gives permission to waive a qualification.
4. Job Descriptions are to be reviewed and revised by the Supervisor at least every year. This, in turn, must be signed by the employee and placed on his/her Personnel file.
5. All Job Descriptions are to be approved by the Board.
6. Copies of all Job Descriptions must be maintained in a file.
7. Each position will have a written job description, which will list the duties and objectives that an employee in that position must perform.
8. Job descriptions for permanent positions will be prepared by the supervisor of the position and approved by the Board.
9. Job descriptions for temporary positions will be prepared by the position's supervisor and approved by the Senior staff person.

## **POLICY 11.0 PERSONNEL FILES**

### **POLICY**

Deh Cho Land Use Planning Committee shall maintain confidential Personnel Files on each individual. The Office Manager shall maintain adequate personnel records on every employee (for example, application for employment, hiring authorization form, evaluations, documentations of disciplinary actions, leave credits and usage and pay entitlements).

### **PROCEDURES**

1. Records shall be maintained under security in the Finance Office; accessible only by the Office Manager (for Attendance purposes). According to Policy #1.
2. Employees, on written request, may access and view their personnel file.
3. Employees can request a review to seal their personnel records. Personnel records may be sealed, not to be accessed for any purpose except legal or, after twenty five years, for research purposes, at the request of the employee or past employee.
4. A negative record shall be removed if documented and at least, one year has passed, since the last recorded incident occurred.
5. Personnel files shall remain in the Office, for at least three years after termination of the employee; a copy of the record can be released to the employee after written request is filed with the Supervisor.

### **Access to Personnel Records**

6. With the exception of the Office Manager, no employee may have access to the personnel records of an individual of higher authority.
7. Written request for access to personnel records must be made by the employee to the Senior staff person.
8. Upon receipt of the written request, appropriate arrangements will be made allowing access to the personnel record.
9. Personnel files shall not be removed from the designated site.
10. The Personnel Files are the property of the Deh Cho Land Use Planning Committee and not the employee.
11. No Employee can review their file without having the Office Manager present.
12. Personnel files will be kept for all employees. Only information that has to do with an employee's job may be kept in his/her personnel file.
13. Other than the employee him/herself, only the permanent supervisor, the Senior staff person and the Board, may look at an employee's personnel file.

## **POLICY 12.0 PROBATION PERIOD**

### **POLICY**

All employees shall be on probation for the first six months of employment. Prior to completion of the probationary period, the Supervisor will advise the employee whether or not s/he will continue, based on a satisfactory level of performance and funding for that position.

### **PROCEDURES**

1. Within this probationary period, the Supervisor may terminate employment at any time or extend the probationary period for up to an additional six months.
2. Should termination occur, notice would be given in writing, citing the reasons for termination (if termination is within the first 6 months no written notice will be provided).
3. This termination notice is to be placed on the employee's file.

## **POLICY 13.0 PERFORMANCE APPRAISALS**

### **POLICY**

The Deh Cho Land Use Planning Committee will maintain a performance appraisal system after the employee has successfully passed the six-month probation, to ensure quality service and continual staff development.

The performance appraisal is a written assessment by the employer of the employee's performance, growth and general ability to perform his/her responsibilities as outlined in his/her job description, performance goals and training plan.

The performance appraisal is based on a comparison of the results achieved by the employee, to the mutually agreed upon performance goals previously established for that employee.

The performance appraisal determines the employee's suitability for the position.

### **PROCEDURES**

1. Performance appraisals will be used as the basis for letters of reference written by Deh Cho Land Use Planning Committee on the employee's behalf.
2. A performance appraisal will be conducted 6 months after the employee's commencement date, and every year thereafter.
3. Performance appraisals are conducted by the immediate supervisor, following review by the next one or two immediate supervisory levels. (It is expected that the Senior staff person include a written comment in the appropriate section of the employee's appraisal).
4. Both the employee and the supervisor must sign the appraisal and the completed performance appraisals will be placed on the employee personnel file; with the employee receiving their own personal copy.
5. As part of the performance appraisal, the Senior staff person will ensure that the employee maintains all necessary professional certifications and license requirements necessary for the employee to maintain the position.
6. The employee performance assessment review form will include the job description, as approved by the Senior staff person. The review will include the opportunity to state the employee's career development goals; every effort made to develop the employee's career potentials through facets of career development, which may be available.
7. The supervisor shall conduct an employee performance assessment, at the six months probationary period. The supervisor and the Senior staff person will discuss the review. If performance is satisfactory the employee will be advised whether she/he has been placed on permanent status.
8. Once a review is completed, the employee concerned shall have the opportunity to discuss it, and then sign the review form to indicate its contents have been read and understood. The employee will have the opportunity to provide written comments to be attached to the performance assessment.

9. The Senior staff person is not obligated to change the contents of the review upon the request of the employee.
10. The employee may use the grievance procedure to correct any factual inaccuracies of the performance assessment.
11. If the employee's performance is questionable, the supervisor may recommend to the Senior staff person that the employee be placed on an extended probationary period. An evaluation and salary review would then be conducted upon completion of the extended probationary period.
12. The Senior staff person will evaluate supervisors and Managers.
13. The Board or panel of the board shall evaluate the Senior staff person.
14. An employee performance assessment is considered confidential and kept in a locked filing cabinet. Each employee will receive a personal copy.

## **POLICY 14.0 HOURS OF WORK - GENERAL**

### **POLICY**

The employer will set the office work hours. The employer may alter work hours as deemed appropriate.

### **PROCEDURES**

1. The office hours of the Deh Cho Land Use Planning Committee staff will not exceed thirty-seven and a half (37.5) hours per week.
2. Some employees, such as salaried employees, may be required to work different hours.
3. The Senior staff person is responsible for carrying out assignments regardless of the regular hours of work.
4. The standard daily hours of work will be from 8:30 a.m. to 5:00 p.m., unless the Senior staff person authorizes an exception.
5. There will be one unpaid hour allowed for lunch daily between the hours of 12:00 p.m. to 1:00 p.m., plus two paid fifteen (15) minute coffee breaks, one in the morning and one in the afternoon.

## **POLICY 15.0 FLEXIBLE HOURS**

### **POLICY**

The employer may authorize employees, to complete their weekly hours of work in a period other than five standard working days, at the employee's request, provided that over each week the employee works an average of thirty-seven and a half (37.5) hours per week

### **PROCEDURES**

1. This is subject to operational requirements.
2. There must be no increase in cost (including overtime) and no decrease in productivity due to the selection of hours.
3. Attendance reporting in such cases shall be mutually agreed upon between employee and employer.

## **POLICY 16.0 TIME SHEETS**

### **POLICY**

All DCLUPC staff members will complete bi-weekly time sheets.

### **PROCEDURES**

1. All staff regardless of their job classification, will complete official DCLUPC time sheets.
2. Once the employee has completed and signed their time sheet, it will be submitted to the Office Manager.
3. The Office Manager is responsible for verifying that all the information on the time sheets are correct. The Office Manager's signature on the form will serve as verification.
4. Individual time sheets must be signed off by both the employee and the immediate supervisor in order to be paid. It is a criminal act of fraud to knowingly sign a time sheet that is false. Proven falsification of records, for example, time sheets, is just cause for immediate termination of employment.
5. Implied or apparent acts of fraud will be investigated by the Supervisor or Senior staff person and appropriate actions taken.
6. Time sheets should include a calculation of overtime/time off in lieu, supported by the appropriate authorization forms.

## **POLICY 17.0 DESIGNATED HOLIDAYS**

### **POLICY**

All employees of Deh Cho Land Use Planning Committee will be entitled to Designated Holiday entitlement.

### **PROCEDURES**

1. Deh Cho Land Use Planning Committee will provide employees with the following Designated Holidays
2. The following days are recognized and shall be paid holidays for all DCLUPC employees who are entitled.

Statutory (12):

- New Year's Day – Jan. 1st
- Good Friday
- Easter Monday
- Victoria Day
- June 21<sup>st</sup> - National Aboriginal Day
- Canada Day – July 1st
- First Monday in August (Civic holiday)
- Labour Day - September
- Thanksgiving Day – October
- Remembrance Day – November
- Christmas Day – December 25
- Boxing Day – December 26
- Civic Holidays as designated by the Municipality, GNWT, or Band Council

3. Where practical, all employees will be entitled to have the day off with pay.
4. If any of the above holidays fall on either a Saturday or Sunday, the following Monday shall be observed as a holiday.
5. The Deh Cho Land Use Planning Committee may designate additional holidays during the Christmas season as approved by the Board.
6. When a designated holiday falls within a period of vacation leave with pay, the holiday shall not count as a day of leave.
7. A permanent or casual employee who does not work on a statutory general holiday is entitled to daily hours at their regular rate of pay.
8. If an employee works on a general holiday he/she is entitled to receive 1.5 the rate of pay for the hours worked plus a regular days pay for the holiday.

## **POLICY 18.0 VACATION DAYS**

### **POLICY**

For each month of a fiscal year, in which an employee receives ten days pay, she/he shall earn Vacation leave at the following rates:

### **PROCEDURES**

1. During the first and second year of continuous employment, employees will earn one and one quarter ( $1\frac{1}{4}$ ) days each month, fifteen days per annum.
2. During their third to fifth year of continuous employment, the employees will earn one and two-thirds ( $1\frac{2}{3}$ ) days each month commencing in the month after completion of second year of service, twenty (20) days per annum.
3. During their sixth year of continuous employment and so on, the employees will earn two (2) days per month, twenty-four days per annum.
4. Permanent part time employees will earn holiday leave credits according to the same schedule but at the rate proportional to the number of hours worked per month compared to a full time work month.
5. An employee earns, but is not entitled to receive vacation leave with pay, within the first six months of continuous employment. Special circumstances will apply if approved by the Senior staff person for all staff, and by the Board for the Senior staff person.
6. Casual employees shall earn vacation credits at a rate of 4% of their hourly wage and shall have it paid biweekly with their regular pay.
7. All vacation credits earned during a fiscal year must be taken by way of time off. In a critical work situation, an employee may make application to the Senior staff person at least six (6) weeks prior to fiscal year end to have vacation credits paid out. If the employee is waiving their entitlement to the time off portion, their request must be received in writing.
8. The Senior staff person must make a consensus decision to payout vacation credits based on defined criteria.
9. Written permission of the Senior staff person is necessary to carry forward vacation leave from one year to the next. The maximum is 5 days of annual earned vacation credits (carry forward and current year), which must be used in the next fiscal year or the credits will be paid out. This permission will only be granted in exceptional circumstances.



## **POLICY 20.0 MONTHLY SUMMARY OF LEAVE CREDITS**

### **POLICY**

Monthly summaries of vacations, overtime, statutory holidays, sick days and special leave are required to monitor manpower resources.

### **PROCEDURES**

1. The Office Manager is to complete the “Monthly Summaries of Leave Credits” at the end of each month and submit to the Senior staff person.
2. The Office Manager will record any discrepancies.
3. The Office Manager will maintain a current record of leave credits for all employees.

## **POLICY 21.0 GRANTING VACATION LEAVE**

### **POLICY**

Granting vacation leave with pay to an employee, the employer shall make every reasonable effort, to schedule vacation leave for all employees in the fiscal year in which it is earned specified by employee;

### **PROCEDURES**

1. All leave must be applied for in writing and approved by the Senior staff person at least two weeks in advance. This application is to be put on the personnel file.
2. Employees should be encouraged to take their holidays in the fiscal year that they earned leave credits. A maximum of five (5) days vacation leave may normally be carried over into the next fiscal year, with the approval of the Senior Staff Person
3. The Office Manager shall maintain a chart of vacation schedules for all employees. This will help to ensure that vacations are scheduled in a way that will enable the administration to meet their responsibilities during staff absences.
4. The Senior staff person must apply for leave in writing to the Board for periods of leave in excess of five (5) working days.
5. The employees entitled to vacation leave may take the entire holiday in one continuous period, or in shorter periods.
6. If an employee dies while serving as an employee of the Deh Cho Land Use Planning Committee, the employee's estate shall be paid earned holiday pay in addition to any wages owing.
7. Employees will not normally be paid out for holiday leave credits or holiday pay, but the Deh Cho Land Use Planning Committee has the right to approve to pay out holiday leave credits or holiday pay in very special cases.

## **POLICY 22.0 MEDICAL/SICK LEAVE**

### **POLICY**

The Deh Cho Land Use Planning Committee will provide salaried employees with sick leave entitlement.

### **PROCEDURES**

1. All employees shall earn sick leave credits at the rate of one and one-quarter (1 1/4) days per month for which she/he receives pay for at least ten days.
2. All absences on account of illness or injury on a normal workday shall be charged against an employee's accumulated sick leave credits. The sick leave will be granted with pay provided that it is justified and the employee has the necessary sick leave credits.
3. Sick leave credits may be used by the employee in the case of the illness of the employee's spouse or child and the presence of the employee is required.
4. There will be no charge against an employee's sick leave credits when her/his absence on account of illness is less than one-half (1/2) day and the employee has been at work for at least two (2) hours.
5. Any illness or injury causing absence of an employee must be reported to management as soon as possible, on the first day of absence. The employee shall indicate when she/he expects to return to work. An employee must file a leave form stating his/her illness or injury that renders him/her unable to perform his/her duties. The employer reserves the right at all times to demand proof of illness.
6. All employees must produce a medical certificate for any illness or injury for any period of three days or more. The Employer reserves the right to request a medical certificate for periods of less than three days.
7. On termination of employment, no financial compensation shall be provided for accumulated sick leave credits.
8. Recognized holidays, which fall within the period of sick leave with, will not be charged to the employee's accumulated sick leave, if the employee is entitled to receive pay for the recognized holiday.
9. An employee is not eligible for sick leave with pay for any period during which he/she is on leave of absence without pay, or under suspension.
10. If an employee becomes ill or injured and the illness/injury persists beyond seven days, the employee should make applications for sick benefits from Employment Insurance.
11. Deh Cho Land Use Planning Committee will not dismiss, suspend, lay off, demote or discipline an employee because of absence from work due to illness or injury if:
  - a. The employee has completed three consecutive months of continuous employment with Deh Cho Land Use Planning Committee prior to absence

- b. The period of absence does not exceed 12 weeks; and the employee provides a certificate from a qualified medical practitioner certifying that the employee was incapable of working due to illness or injury for a specified period of time, and that period of time coincides with the absence of the employee from work.
- 12. An employee must complete a Request for Leave form and forward it to their Supervisor.

## **POLICY 23.0 COMPASSIONATE/SPECIAL/BEREAVMENT LEAVE**

### **POLICY**

An employee shall earn special leave credits up to a maximum of five (5) days.

### **PROCEDURES**

1. The Executive Director may grant special leave earned with pay for a period of up to five (5) consecutive days:
  - When there is a death in the employee's immediate family;
  - Where special circumstances not directly attributable to the employee preventing his/her reporting to duty, including:
    - a. The sick person residing in his/her home
    - b. Where a member of the immediate family residing outside the Employee's community of residence becomes seriously ill
    - c. Where a member of the immediate family becomes ill (not including childbirth) and the employee is required to care for his/her dependents or for the case of an employee being the medical escort for a member of his/her immediate family, the employee may be granted special leave for non-elective medical
    - d. Serious household or domestic emergencies
    - e. Transportation problem caused by weather if the employee makes every reasonable effort to report for duty; serious community emergencies, where the employee is required to render assistance.
    - f. In the event of the death of the employee's grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law.
2. Special leave in excess of five (5) consecutive working days for the above purposes may only be granted with the Board approval.
3. An employee shall be granted special leave with pay up to a maximum of two working days on the occasion of the birth of their child or the adoption of a child or marriage. Under special circumstances, the Senior staff person may extend this period of the maximum of three (3) working days to a maximum of five (5) days.
4. Compassionate leave of two (2) days with pay may be taken for the death of other persons including elders, life-long friends, and First Nations dignitaries. Additional days may be taken on request using accumulated leave.
5. Additional time may be granted as leave without pay at the employee's request.

## **POLICY 24.0 EMERGENCY LEAVE**

### **POLICY**

Emergency Leave

### **PROCEDURES**

1. Notwithstanding, any provisions for leave in this Agreement, the Employer may grant leave of absence with or without pay to an employee in emergency or unusual circumstances.
2. Employees are to use leave credits that are banked.
3. Supervisor may use discretion.

## **POLICY 25.0 CASUAL LEAVE**

### **POLICY**

Casual Leave

### **PROCEDURES**

1. Employees may be granted casual leave with pay to a maximum of two (2) hours for Medical, Dental and Legal Appointments.

## **POLICY 26.0 MATERNITY/PARENTAL LEAVE**

### **POLICY**

The Deh Cho Land Use Planning Committee will provide employees with the opportunity for authorized leaves of absence.

### **PROCEDURES**

1. Maternity/Parental leave will be granted based on current Canada Labour Code.
2. Employees should give at least four (4) weeks notice of their intent to take the leave. Parental leave is without pay.
3. Female employees, who are pregnant and who have completed six (6) consecutive months of continuous employment with the same employer when their leave begins are entitled to maternity leave.
4. Natural or adoptive parents, who have completed six consecutive months of continuous employment with their employer at the time their leave begins are entitled to parental leave
5. The employee, upon their return, will be reinstated in their former position, or be given a comparable position and pay rate.
6. The 17-week maternity leave may be taken any time, during the period that begins 11 weeks before the expected date of delivery and ends 17 weeks after the actual delivery.
7. Up to 37 weeks of Parental leave may be taken any time during the 52-week period starting the day the child is born or the day the child comes into the employee's care.
8. To obtain Maternity or Parental, an employee must give the employer written notice at least four weeks before beginning his or her leave either maternity or parental leave. The notice must advise the employer of the intended length of leave. For maternity leave, the employee must also provide the employer with a certificate from a qualified medical practitioner confirming that the employee is pregnant.

## **POLICY 27.0 OTHER LEAVE**

### **POLICY**

Leave of absence with pay shall be given to every employee, other than an employee on leave of absence without pay or suspension, under the following conditions:

1. When the employee is subpoenaed to appear as a witness; or
2. To serve on a jury and the jury selection process;
3. If an employee must appear in court as an official Deh Cho Land Use Planning Committee delegate.
4. Court appearance fee will be paid to the Deh Cho Land Use Planning Committee or deducted from the employee's daily rate of pay.
5. Instances, where an employee is required to appear in court for personal reasons, either as a plaintiff or as a defendant, leave shall be either without pay, or chargeable against accumulated holiday credits at the discretion of the Supervisor.

### **PROCEDURES**

1. The employee will notify his/her supervisor of the leave date as soon as the date is known.
2. A leave form will be filled out and signed by the employee and supervisor as per Policy 19.0

## **POLICY 28.0 EDUCATION OR TRAINING LEAVE**

### **POLICY**

DCLUPC permanent employees may be granted short-term leave for educational courses, with full or partial salaries, upon Board approval.

### **PROCEDURES**

1. Employees should apply to the Board at least two months before the educational leave; approval must be obtained from the Board.
2. Applications shall provide all relevant details regarding the course/workshop, including how it will benefit the applicant's professional development, and improve performance/abilities relative to employment with the Deh Cho Land Use Planning Committee. Employees are encouraged to identify where training funds are available and to obtain such funding for educational or training leave.
3. If an employee takes a long period of leave without pay for educational or training purposes, the Deh Cho Land Use Planning Committee will make every effort to give that person his/her previous position back, or give that person a new position, depending on funding availability.

## **POLICY 29.0 ON-THE-LAND LEAVE**

### **POLICY**

Leave with pay may be granted to employees who wish to spend time out on the land for traditional activities.

### **PROCEDURES**

1. Leave may be up to 5 working days and at the discretion of the Executive Director.
2. On the Land leave shall not be accumulated.

## **POLICY 30.0 LEAVE WITHOUT PAY**

### **POLICY**

Leave without pay of up to three (3) days may be given to an employee by the Senior staff person, if this leave does not interfere with the employer's duties. The reason and duration of the leave request must be clearly indicated on the application with two weeks notice and based on operational requirements.

### **PROCEDURES**

1. The Senior staff person must approve leave without pay of more than three (3) days.
2. The Board must approve the leave without pay for Senior staff person.
3. Unless negotiated ahead of time with the Board, the Deh Cho Land Use Planning Committee cannot guarantee an employee taking a long period of leave without pay will be able to return to his/her same position.
4. Leave without pay to run for Public Office will be provided.

## **POLICY 31.0 WORKER'S COMPENSATION LEAVE**

### **POLICY**

An Employee may be granted compensation leave without pay, according to the Worker's Compensation Act.

### **PROCEDURES**

1. Employees will provide a copy of the medical certificate from their doctor and complete appropriate documentation at date of request for leave.
2. An employee on Worker's Compensation does not earn holidays or sick days.
3. Employees commencing Worker's Compensation leave during the first year of employment, may be required to extend their probationary period upon return from leave. The length of extension will be determined by the Senior staff person.

## **POLICY 32.0 PAY**

### **POLICY**

It is the purpose of this policy to provide equitable compensation for employees at every level, while conforming to the requirements of the Canada Labour Code, Part III, Labour Standards as amended, its rules and regulations, and wage and hours laws as they apply to the Deh Cho Land Use Planning Committee.

### **PROCEDURES**

1. Employees are entitled to be paid for services rendered for the position to which they are appointed, at the pay rates specified in the terms of employment.
2. Employees shall be paid bi-weekly (26.08 pay periods per annum).
3. Where pay cheques are distributed to employees, the cheques shall first have been placed in sealed envelopes.
4. Employees shall be provided with a statement of earnings and all statutory deductions made from their pay cheques. No additional deductions will be made from employees' pay cheques unless prior written consent is obtained from the employee, stating reason for deduction and the amount. When deductions for recoveries are made, the employer shall provide an itemized statement of the purpose and the amount of each deduction.
5. Deductions from pay of any employee, may be made at his/her request or in accordance with statutory requirements (for example: Employment insurance (E.I.) Income Tax, recovery of travel advance or salary overpayments).
6. Payroll cheques have to be released within 30 days of termination. If any overpayment of wages has occurred, it may be deducted from the final cheque.

## **POLICY 33.0 EMPLOYEE SALARIES**

### **POLICY**

The starting salary of new employees will be stated in the employee's offer of employment. Salary will be commensurate with the employee's experience and education. Salary will take into account the level of responsibility of the position and the budgeted allocations of the Deh Cho Land Use Planning Committee.

### **PROCEDURES**

1. Salaries of all staff are determined and approved by the Board.
2. Employees who are hired on contract or term employment will be paid according to the contract agreements or terms of employment. There will be no salary increments except by Board approval.
3. Salary increments will be determined on the basis of staff performance assessment reviews and made based on the approved salary scale of the Deh Cho Land Use Planning Committee.
4. Salary reviews for all permanent staff will be made annually by the Board.
5. Salary advances will be considered under the discretion of the Supervisor for cases of bereavement or medical emergency only.

## **POLICY 34.0 OVERTIME HOURS**

### **POLICY**

All pre-authorized work in excess of an employee's seven and a half (7.5) hours work per day will be deemed overtime and will be compensated.

### **PROCEDURES**

1. An employee will receive overtime pay after 7.5 hours a day or after thirty-seven and a half hours within one week of work. Any work performed over this standard will be paid at 1.5 times the number of hours worked. This can be accumulated as time in lieu when mutually agreed upon between Employer and Employee.
2. An employee who is required or permitted to work overtime shall be compensated overtime when the overtime work is authorized in advance or agreed upon by the employer.
3. Unauthorized overtime will not be approved or permitted except in cases of emergency. Emergency overtime is to be accounted for and approved as soon as possible after it occurs.
4. Employer and Employee can enter into a time off in lieu agreement when agreed upon by both parties.
5. Time off in lieu may be taken only with the approval of the employee's immediate supervisor at a time agreeable to both the supervisor and the employee, only if required by work schedule.
6. Employees shall record purpose of work, starting and finishing times of overtime worked on a form determined by the employer. Supervisors will be responsible for signing/approving employee time sheet in their division, and submitting to the Senior staff person.
7. Managers and employees who carry out management functions may receive compensation for overtime authorized and approved in writing by the Board.
8. Voluntary participation on committees, Boards, optional activities, and other volunteer activities are excluded from overtime compensation.

## **POLICY 35.0 MERIT INCREMENT**

### **POLICY**

Salary increases to higher levels within a range, may be considered on the anniversary date of an employee's appointment as per employee performance evaluation.

### **PROCEDURES**

1. Increases may be recommended by the Supervisor to the Board upon completion of an employee's evaluation that shows satisfactory or better competence in their job.

## **POLICY 36.0 REPORTING PAY**

### **POLICY**

An employee on authorized leave or time off may be recalled to work from time to time depending on demand and/or emergency situation.

### **PROCEDURES**

1. If an employee is recalled to work and reports to work payment shall be made for a minimum of three hours even if the employee works for less than three hours.

## **POLICY 37.0 ACTING PAY**

### **POLICY**

The Senior staff person may authorize an employee to be requested to assume the duties of a higher paying position during the temporary absence of the position's incumbent.

### **PROCEDURES**

1. The acting person may exercise this clause for the senior staff and those who report directly to the Senior staff person. Reimbursements shall be at the minimum rate for the position based upon the approved pay grid.
2. Employees promoted to a position within a range of rates shall receive a salary adjustment that will result in an increase of one salary level higher than they currently get or no less than the lowest rate within the range they are promoted to.

## **POLICY 38.0 BILINGUAL ALLOWANCE**

### **POLICY**

If an employee is required to use two or more of the official languages in their position, they are provided with a bilingual allowance of \$1,200.00 per year. An examination of language ability may be required.

### **PROCEDURES**

1. The official languages of the NWT include English and Deh Cho Dene Zhatie
2. The bilingual allowance is non-taxable.
3. The allowance is paid in bi-weekly amounts and will be included on payroll.

## **POLICY 39.0 RESIGNATION/TERMINATION**

### **POLICY**

Resignation

### **PROCEDURES**

1. An employee hired on a temporary basis stops being an employee at the end of the term of his/her job.
2. All management level employees are expected to give at least 30 days written notice of their intention to resign so that obligations to Deh Cho Land Use Planning Committee membership can be fulfilled or delegated to other employees.
3. Adjustments will be made on the last pay cheque for such items as holiday pay, overpayment, and any amounts owing to the Deh Cho Land Use Planning Committee.

## **POLICY 40.0 SEVERANCE PAY**

### **POLICY**

An employee who has one year or more of continuous employment and who is permanently laid off is entitled to severance pay at the time of lay off.

### **PROCEDURES**

1. An employee who is laid off following the first complete year of continuous employment shall be paid two weeks severance pay at the time of lay off; two weeks pay for the second complete year of employment and one week pay for each succeeding complete year of continuous employment. The total amount of severance pay, which may be paid under this clause, shall not exceed twenty-eight weeks pay.
2. An employee who is dismissed for cause or who has been declared to have abandoned their position shall not be entitled to severance pay.
3. Should the duties of a permanent employee's position be reduced due to lack of funding, program changes, the Senior staff person may lay-off the employee.
4. An employee ceases to be an employee when the employee is permanently laid off.
5. If an employee has been employed for at least 3 months prior to being permanently, laid off the following provisions shall apply:
  - a. Each such employee shall be given two weeks (2) notice in writing of the effective date of his/her lay-off or 2 weeks pay in lieu of a written notice.
  - b. Every employee shall be entitled to severance pay in accordance to section 1.
6. Notwithstanding, if under unusual circumstances, the lay-off is immediate as determined by the Senior staff person, the employee will be given two weeks severance pay or depending on length of service the entitlement listed below.
7. Rate of severance pay shall be based on the employee's latest effective rate of pay. Once severance pay is issued, an employee shall not be eligible for rehire by the Deh Cho Land Use Planning Committee for the period covered by the severance payment.

## **POLICY 41.0 REMOVAL/RELOCATION**

### **POLICY**

Deh Cho Land Use Planning Committee will reimburse an employee for reasonable travel expenses incurred in moving with his/her dependants between point of hire and the workplace. The employee will submit an Expense Claim upon completion of the trip. The Office Manger will arrange for economy airfare if the employee is not using private vehicle for travel. The Deh Cho Land Use Planning Committee Office Manager will make all necessary arrangements for removal of personal effects up to a maximum amount of \$10,000.00 or the actual lesser cost. Reimbursement will not be authorized without documented evidence of expenditure.

### **PROCEDURES**

1. If an employee is using private vehicle, the maximum length of time at the start of the journey to the end shall not exceed three (3) days total.
2. Deh Cho Land Use Planning Committee will not pay removal assistance to an employee who is eligible to receive a similar benefit from another employment source.
3. In no case will a move be made without the prior approval of the Deh Cho Land Use Planning Committee Board.
4. The total amount of travel expenses & removal combined must not exceed \$10,000.00
5. Removal or Relocation expenditures will only be provided for purposes of a new hire or upon resignation or dismissal of an employee.
6. If an employee resigns or is dismissed, eligibility for relocation/removal expenses will only be provided within the first 30 days from the effective date.

## **POLICY 42.0 DISCIPLINE**

### **POLICY**

When any Employee violates the Deh Cho Land Use Planning Committee Personnel and Administration Policy, the Supervisor will follow this procedure.

### **PROCEDURES**

1. An employee may be disciplined by his/her supervisor for any action that goes against Deh Cho Land Use Planning Committee policies, regulations, code of ethics, or for any practice that is judged to be a bad work practice.
2. An employee may be disciplined for the following reasons:
  - a. Incompetence, incapacity, or insubordination in the performance of duties;
  - b. Absence from position without good cause and without notifying immediate supervisor;
  - c. Misconduct in terms of attendance, work performance, or personal behaviour (i.e.) lateness, disrespect toward other employees, the board, or the public, unexcused absences;
3. An employee may be suspended or dismissed from employment for major offences as follows:
  - a. Fighting in the work place and at Deh Cho Land Use Planning Committee functions - verbally and physically
  - b. Theft of property or abuse of Deh Cho Land Use Planning Committee property causing major damage
  - c. Insubordination in the performance of duties i.e. outright refusal to carry out orders, major incompetence or neglect, fraud, or misuse of Deh Cho Land Use Planning Committee funds.
  - d. Conviction of an indictable offence or any action that causes an unsafe situation or disrespect to the Deh Cho Land Use Planning Committee;
  - e. Sexual harassment or physical abuse
  - f. Repeated lateness or absence from work
  - g. For the use of alcohol and non-prescription drugs during working hours.
4. Supervisors must document all disciplinary actions and place this documentation in the employee's personnel file.
5. The disciplinary procedures where dismissal is not warranted will be as follows:

FIRST OFFENCE: verbal reprimand.

The supervisor will give the employee a verbal reprimand, in private for minor infractions and emphasize the need for improvement. A constructive plan will be jointly worked out for corrective behaviour. A written note, documenting the verbal reprimand is to be placed in the employee's personnel file.

**SECOND OFFENCE:** Written reprimand.

If a verbal reprimand has not produced the desired effect - the employee will be interviewed, reminded of previous reprimand, and told that conduct or performance is still unsatisfactory and that a written reprimand will be written by supervisor. The employee will be given the opportunity to make explanations, either verbally or in writing and this will be noted and kept in the employee's personnel file. The object is to encourage the employee to improve performance or behaviour.

After a period of twelve months, the employee may request that the written reprimand be removed from personnel file. Such a request will be granted if the employee's behaviour or performance is satisfactory.

**THIRD OFFENCE:** One-day suspension without pay with written documentation. Suspension is an enforced, temporary absence from duty without pay.

**FOURTH OFFENCE AND FINAL WARNING:** One-week suspension without pay. Suspension is an enforced, temporary absence from duty without pay. The supervisor will provide written notice of the suspension, which will state the effective date, the duration of and reason for the suspension. A copy of this written notice will be provided to the Board, who may, at their discretion, recommend further disciplinary action against the employee.

**FIFTH OFFENCE:** Automatic dismissal. In the event, that it is necessary to terminate an employee for "just cause", the Senior staff person will notify the employee in writing. The written notice of termination will include the reason(s) for dismissal, as well as the effective date of termination.

6. The Board must approve all terminations of employment (in teleconference or face to face meetings), after reviewing the employee's personnel file and meeting with the employee's supervisor.
7. If an employee does not agree with a disciplinary action taken against him/her, the employee may appeal this action to the supervisor and Senior staff person; and then to the Board. Any decision of the Board is binding and final.

## **POLICY 43.0 LATENESS, ABSENCE AND UNAUTHORIZED ABSENCE**

### **POLICY**

All Employees are expected to report to work at the time scheduled for their attendance as indicated below. Unexcused absences will result in disciplinary actions as indicated under the disciplinary section of this policy

### **PROCEDURES**

1. All employees are expected to arrive regularly and on time. If an employee is unable to arrive on time then she/he must notify their supervisor within fifteen minutes as to their time of arrival. Repeated lateness will result in disciplinary action taken.
2. Employees who are late will be deducted 15 minutes of pay for each fifteen (15) minutes late. If consistently late, then disciplinary action will be taken. All employees must record time in on daily timesheets.
3. Absent employees who do not notify the Deh Cho Land Use Planning Committee office shall be considered absent without leave. Repeated absences will result in disciplinary action or dismissal.
4. Any employee who is not able to report to work as a result of an act of God will be allowed to be paid up to a maximum of three days on any one occurrence (Examples of an Act of God may be heavy snowstorms, tornado, naturally caused or accidental fire, or earthquake).
5. Any unauthorized absence shall be without pay and will be subject to disciplinary action in the form of verbal warning.
6. A second offence, as per Policy number 41.0, requires a written reprimand by the Supervisor.
7. The supervisor shall record all absences and these records will be placed in the employee's file. Payroll will be deducted accordingly.
8. An absence of five (5) or more consecutive working days without authorization from the immediate supervisor shall be deemed abandonment of position and dealt with according to Disciplinary Policy number 41.0.

## **POLICY 44.0 ALCOHOL AND DRUGS**

### **POLICY**

To protect the health and well-being of Deh Cho Land Use Planning Committee and its individual employees, the abuse of alcohol and drugs is considered a serious threat to both the Deh Cho Land Use Planning Committee and its employees. Management and employees are equally responsible for maintaining a safe and healthy working environment. For that reason, Deh Cho Land Use Planning Committee has adopted these policies.

### **PROCEDURE**

1. If an employee uses alcohol or non-prescribed drugs while on duty, the following actions will be taken:
  - a. First time: The person will be sent to an Alcohol & Drug Counsellor for assessment to develop an appropriate program, to be approved by the employer. If the employee completes the program, he/she will be eligible to return to work.
  - b. Second time: Automatic dismissal.
2. All supervisors have the authority to enforce this alcohol and drug policy, but all actions must be documented and placed in the employee's personnel file. Actions taken must be reported to the Board at their next meeting.

### **GUIDELINES FOR SUPERVISORS**

- a. Supervisors are responsible for taking appropriate action any time an employee's behaviour or performance raises any question about the employee's physical condition or ability to do the job properly and safely. The performance of each employee is important to the Deh Cho Land Use Planning Committee. Supervisors should be aware that to ignore or avoid a performance problem, whatever the cause, is contrary to the best interest of both the Deh Cho Land Use Planning Committee and the employee.

## **POLICY 45.0 SEXUAL HARASSMENT/HARASSMENT**

### **POLICY**

Every employee is entitled to employment free of harassment and the Deh Cho Land Use Planning Committee shall take all reasonable efforts to ensure that no employee is subject to harassment.

The Deh Cho Land Use Planning Committee defines sexual harassment or harassment as meaning any conduct, comment, gesture or contact of a sexual, threatening or offensive nature that is likely to cause offence, humiliation, or intimidation to any employee, or that might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.

Every employee should take reasonable steps to advise the individual causing the harassment to stop the offensive behavior.

The Deh Cho Land Use Planning Committee will take disciplinary action as it deems necessary against any person/employee that subjects any employee to harassment. This action may include suspension with or without pay, demotion, or dismissal.

The ultimate responsibility for dealing with an allegation of harassment lies with the Senior staff person.

An Employee wishing to file a complaint of harassment shall first discuss it with his/her immediate supervisor or person to whom his/her supervisor reports (depending on who the perpetrator of the alleged harassment is). After discussion, the supervisor shall determine whether the complaint should be pursued. If he/she finds the complaint justified, the supervisor shall speak to the offender and advise him/her that the behavior is not acceptable and that there will be consequences for continued offences.

The supervisor will then file a written notice of the complaint with the Executive Director. If the supervisor does not find the complaint justified, an employee may still pursue his/her complaint with the Board.

The Deh Cho Land Use Planning Committee feels that every employee is entitled to employment free of sexual harassment or any other form of harassment.

The Deh Cho Land Use Planning Committee will make every reasonable effort to ensure that no employee is subjected to sexual harassment.

The Deh Cho Land Use Planning Committee will take disciplinary measures against any person under their direction who subjects any employee to sexual harassment.

The Deh Cho Land Use Planning Committee will not disclose the name of the complainant or the circumstances related to the complaint to any person unless disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures in relation to the complaint.

An Employee who is being sexually harassed has the right to make a complaint under the Canadian Human Rights Act.

Upon receiving a complaint, the Board shall ask to hear the complaint.

In the case where the complaint is against a senior manager, the complaint shall be referred to the Board.

The identity of the complainant shall remain confidential and will not be disclosed to any one not involved in the process.

If, after a hearing, a harassment complaint is found to be justified, the offender shall be disciplined in accordance with Policy 41.0.

Nothing in this section shall limit the organization's ability to dismiss an employee who has committed an extreme offence or who continues to harass employees.

An employee disciplined for harassment may file a grievance as per the grievance procedures.

For greater certainty, sexual harassment is a form of harassment, as defined above, of a sexual nature. The prohibition on harassment set out in this section applies equally to sexual harassment, threats or acts of physical violence.

Employees should be aware that sexual harassment is a discriminatory practice under the Canadian Human Rights Act. An employee subject to sexual harassment on the job may seek redress under the Human Rights Act.

#### Labour Standards Sexual Harassment

- Part III of the Canada Labour Code (Labour Standards)
- Division XV. 1 of Part III of the Canada Labour Code establishes an employee's right to employment free of sexual harassment and requires employers to take positive action to prevent sexual harassment in the work place.

## **POLICY 46.0 GRIEVANCE PROCEDURES**

### **POLICY**

Disputes between the Deh Cho Land Use Planning Committee and employees are resolved through the grievance process. Grievance is a statement of dissatisfaction, usually by an individual but sometimes by management, concerning the interpretation or application of a provision of a policy, regulation, direction or other instrument made or issued by the Deh Cho Land Use Planning Committee dealing with the terms or conditions of employment, a provision of the Personnel or Financial Policy, disciplinary action, dismissal and letter of discipline.

Grievance Arbitration is the procedure by which the Board, acting under the authority of both parties, hears both sides of the controversy and issues an award, usually in writing, that is binding on the parties.

### **PROCEDURES**

1. An employee submits a complaint through the formal grievance process. The employee should make a reasonable attempt to solve the problem through the immediate supervisor.
2. The grievance process is a three level process.

Level 1 First Level of Management – usually the employee’s direct Supervisor

Level 2 Senior staff person

Level 3 DCLUPC Board

The different levels of grievance procedures allow the matter to be examined by different persons.

3. The supervisor meets with the employee to determine what the employee’s concerns are in an attempt to resolve the complaint. If not resolved at this level, the grievance moves to the second level. After exhausting the first two levels, the matter may be referred to the Board for arbitration.
4. The Senior staff person provides advice on drafting a response to a grievance and the current practice of administering benefits or interpreting the Personnel and Financial Policies.
5. Specific time limits apply within which the employees may submit grievance, and within which the appropriate employer representative must respond to a grievance. The time limits stipulated in the grievance procedures may be extended by mutual agreement between the Deh Cho Land Use Planning Committee and the employee. The time limits contained in the personnel policy are not mandatory, so if the grievance is filed late, it is not invalidated. If a grievance is denied on timelines alone, an arbitrator can still examine the merits of the case.
6. An employee will present his/her grievance to the Supervisor in writing within ten (10) days of the incident occurring, with the exception of grievances dealing with suspensions or termination of employment, which will be presented within two (2) working days after the suspension or termination notice.

7. The Senior staff person will respond to all grievances, except those dealing with suspension or termination of employment, which will be reviewed by the Board.
8. The grievor is entitled to a hearing, if he/she so requests by the board. Grievances will be replied to within thirty (30) days of receipt of the grievance, or within thirty (30) days of the hearing, if a hearing is held. Time limits may be extended by mutual consent.
9. Decisions of the Board are final.

## **POLICY 47.0 GUIDELINES FOR ADDRESSING COMPLAINTS AGAINST STAFF**

### **POLICY**

If a Supervisor receives a written or witnessed complaint from another staff person, or a person outside the Deh Cho Land Use Planning Committee, on the performance of a staff member, the complaint should be treated seriously, and fully investigated in a manner that is sensitive to the importance of the issue, and the rights of the worker whose performance is in question.

### **PROCEDURES**

1. When an individual has made a complaint against a staff person, he/she should be encouraged to first meet with the person prior to taking any other action. If, after meeting with the person, the complaint is not resolved, the individual has the right to take the complaint to the person's immediate Supervisor. If the matter remains unresolved, the individual is encouraged to take the complaint through the line of authority until the issue is resolved, to the Senior staff person.
2. In the event that a complaint is made against a staff person and the Supervisor feels that complaint warrants investigation, the staff person should be told of the specific nature of the complaint as soon as possible.
3. The person making the complaint will be encouraged to put the complaint in writing, whenever appropriate.
4. The person against whom the complaint is filed will have the opportunity to meet with their Supervisor and the person making the complaint. They will have the opportunity to read all correspondence and to present their perspective on the issue.
5. The Supervisor has the option of withholding correspondence, and preventing a face-to-face meeting between the person making the complaint and the person against whom the complaint is made, if she/he believes this to be appropriate and has the approval of the next level of supervision.
6. Once the Supervisor has heard the employee's perspective, and believes further investigation is warranted, he/she will then explain the plan for gathering information and making a decision. The employee will then have an opportunity to provide their input on the plan. At this point, the employee should also be told the potential implications for them should the complaint be proven to be true.
7. The employee against whom the complaint is made, will be regularly updated on the progress of the investigation, if it is carried out over an extended period of time.
8. The employee will be notified in writing of the final decision and any action.
9. Any documentation to be placed on the employee's personnel file must be shared with the employee, and signed by him/her.

10. This process does not preclude good supervision practices such as consultation at higher levels in the organization, or encouraging the person who made the complaint to first try and resolve the problem with the staff in question, before addressing it directly.
11. Where resolution of a complaint is outstanding, the matter will be brought before the Board.
12. Decisions of the Board are final.

## **POLICY 48.0 OUTSIDE EMPLOYMENT**

### **POLICY**

An employee of the Deh Cho Land Use Planning Committee may not hold another job or run a private business if these activities interfere with the employee's job with the Deh Cho Land Use Planning Committee, or if information or services obtained through the Deh Cho Land Use Planning Committee position can be used for the personal benefit of the employee.

### **PROCEDURES**

1. Persons who work on a full time basis can be contracted to provide paid community based service on a very short-term (no more than three days) basis.
2. The guidelines and procedures apply to all employees of the Deh Cho Land Use Planning Committee in all departments, Boards and agencies.
3. Employees may not carry on any business or employment outside of the Deh Cho Land Use Planning Committee in which they unduly and for personal gain exploit their acquaintance with other employees or with people with whom they have become acquainted in the course of their employment in the Deh Cho Land Use Planning Committee.
4. Employees may not request or accept payment or other benefits for functions, which are part of their duties other than the remuneration, and benefits accruing to their position.
5. Employees may not carry on any business or employment outside the Deh Cho Land Use Planning Committee in which there may be conflict between their private interest and the duties they are required to perform in the Deh Cho Land Use Planning Committee.
6. Except where appointed or recommended by the Deh Cho Land Use Planning Committee for appointment, Senior Officers may not hold directorship of Office or a company, which holds or is engaged in any contract or financial relationship with the Deh Cho Land Use Planning Committee.
7. In seeking or negotiating a position outside the public service, Senior Officers must ensure that such endeavours do not interfere with their official duties or place them in conflict of interest.
8. Employees may not carry on any business or employment outside the Deh Cho Land Use Planning Committee in which they make authorized use of information they have acquired as a result of their employment in the Deh Cho Land Use Planning Committee, or of property or facilities owned by Deh Cho Land Use Planning Committee.
9. Employees may not operate or permit a private business to be operated out of staff accommodation provided by the Deh Cho Land Use Planning Committee.
10. Managers and Coordinators may not, except as authorized or required by their duties, reveal any confidential information concerning the operation, financing and business transactions of the Deh Cho Land Use Planning Committee which may come to their knowledge during any outside employment.

11. Managers and Coordinators must keep completely secret all confidential information entrusted to them and not use or attempt to use any such information in any manner, which may injure or cause loss, either directly or indirectly, to the Deh Cho Land Use Planning Committee.
12. For one year from the date their employment ceases, Managers and Coordinators may not own, operate, control or be employed by any business enterprise within the community in which they were employed and in which they maybe in a position to unduly exploit knowledge they gained while employed by the Deh Cho Land Use Planning Committee.
13. Before engaging in any business or employment outside the Deh Cho Land Use Planning Committee, an employee must obtain the employer's approval in writing. A copy of this information is placed in the employee's personnel file. A Senior Officer must obtain approval from the Board. All other employees must receive approval from their Supervisor.
14. If the Employer thinks a conflict of interest may exist, the employer may deny the employee's request. The employer will notify the employee in writing giving reasons for withholding permission.
15. An employee who contravenes this policy may be subject to disciplinary action.
16. An employee may write to the Board of the Deh Cho Land Use Planning Committee requesting exemption from any or all provisions of this section.

## **POLICY 49.0 DUTY TRAVEL**

### **POLICY**

The Deh Cho Land Use Planning Committee will provide reimbursement for Duty travel, as stated below.

### **PROCEDURES**

1. On the occasions where southern travel is required, the use of reasonably priced accommodations is appropriate in the case where DCLUPC has no accounts set up.
2. When travel distances are excessive, and airline flights are necessary, the cost must first be reviewed to determine if costs are reasonable and within budget. For all other locations, staff and Board members are expected to car pool.
3. Reimbursement for meals will be based on Federal Meal allowance or other rates established by the Board. Meals claimed on a receipted basis must exclude charges for alcoholic beverages. Meal charges are to be detailed.
4. A meal allowance may not be claimed for any meal, which is provided to the employee and does not require expenditure by the employee. For example, meal cost is frequently covered in the cost of airfare, meetings/assemblies or training programs or by other organizations with which the employee is conducting business.
5. Reimbursement for hotels, motels and other lodging will be limited to reasonable amounts and may not exceed the single occupancy rate. Receipts must be submitted for reimbursement, or the private accommodation allowance of \$15.00 may be claimed without receipt. When billeted out by Deh Cho Land Use Planning Committee, the billet, where possible may be paid up to \$75.00 per night for room and breakfast. All staff and Board must use hotels, which have accounts with the Deh Cho Land Use Planning Committee.
6. Travel and expense reimbursements will not be claimed through petty cash.
7. The Senior staff person must sign all travel claims. Receipts are required for all expenses except mileage and meal allowance.
8. All DCLUPC personnel who receive mileage allowance must submit travel claims for the trips included under this allowance. Rates to be claimed are as follows; \$ 0.485/km. For all assemblies/meetings employees and membership must use car pools. For alternative transportation (boats, skidoos) claimants need to show receipts.
9. If applicable, G.S.T. must be shown on all claims.
10. Travel reimbursement is not considered a priority, and will be processed as accounts payable.

## **POLICY 50.0 TRAVEL BY PRIVATELY OWNED VEHICLE**

### **POLICY**

The use of a privately owned vehicle will not be authorized, if commercial transportation (e.g., airplane, taxi) would be more reasonable and practical.

### **PROCEDURES**

1. If the total cost of the trip (including the cost of meals, accommodation and incidental expenses) exceeds the cost of the same journey by ordinary commercial means, reimbursement will be limited to the commercial cost.
2. Reimbursement for ferry, bridge, road and tunnel tolls, and parking charges is available for submission upon receipts.
3. Personal Insurance is required before you may use a private vehicle for Deh Cho Land Use Planning Committee business. The Deh Cho Land Use Planning Committee will not pay for additional insurance cost for private vehicles for Deh Cho Land Use Planning Committee business.
4. The Deh Cho Land Use Planning Committee will not pay for damage, loss or liability incurred while using a personal vehicle on Deh Cho Land Use Planning Committee business, other than that claimed under the Workers Compensation Act.
5. No additional payment will be made to other employees on duty carried as passengers.
6. The Senior staff person must approve all travel both inside and outside the NT for the Deh Cho Land Use Planning Committee.
7. Daily meal and incidentals for approved travel for the Deh Cho Land Use Planning Committee will be paid in accordance with the current rates established by the Deh Cho Land Use Planning Committee. Meal allowance will not be provided if the Deh Cho Land Use Planning Committee is providing meals.
8. All travellers for the Deh Cho Land Use Planning Committee must fill out a travel authorization and expense claim form for approval by the Senior staff person. Travel expense advances will be issued according to estimated costs.
9. Within ten (10) working days of completing the trip, the traveller must submit a claim for expenses for approval by the Senior staff person

## **POLICY 51.0 AIRCRAFT OR OTHER RENTALS**

### **POLICY**

Deh Cho Land Use Planning Committee will ensure that no monies shall be committed by purchase orders for chartered planes or to rent any other vehicle without prior authorization of the Senior staff person.

### **PROCEDURES**

1. Staff or Board members requiring charter of aircraft or rental of vehicle shall request authorization of the Senior staff person outlining the purpose for the request.
2. Upon approval, the Office Manager shall order aircraft or vehicle rental according to procedures.

## **POLICY 52.0 CHILDCARE**

### **POLICY**

If an employee is required to travel out of their home community for the purposes of work and the employee is required to hire childcare which is not otherwise required, then the employer will reimburse the employee at the rate of \$30.00 per day (24 hours) per child for the duration of work related travel.

### **PROCEDURES**

1. The employee must submit in writing for reimbursement of childcare expenses at the above mentioned rate, prior to the next pay period after the travel has been completed.
2. Reimbursement for childcare is eligible for children of ages 0 – 16 years.
3. Childcare for children with special needs will be considered on a case by case basis.
4. Childcare will not be provided, if cost are reimbursable from other sources.

## **POLICY 53.0 AUTHORIZING PURCHASE ORDERS (FINANCIAL COMMITMENTS)**

### **POLICY**

The Deh Cho Land Use Planning Committee would like to maintain a consistent standard format on authorizing Purchase Orders for Financial Commitment.

### **PROCEDURES**

1. Only persons authorized by Deh Cho Land Use Planning Committee shall have authority to commit dollars.
2. The authorized person shall be the Senior staff person or in his/her absence, the Secretary-Treasurer.
3. All financial commitments shall be authorized by a purchase order.
4. Each item to be purchased shall be identified on the purchase order along with the price as quoted by the supplier.
5. No item on a purchase shall be approved by the Senior staff person unless funds are provided for the item in the budget. Items not identified in the budget but necessary to complete the goals and objectives of the program will be accepted, on approval of the Senior staff person and within the spending limits of the policy.
6. Any purchase required but not identified in the budget over the amount of \$10,000 must be approved by the Board.

## **POLICY 54.0 CREDIT CARD**

### **POLICY**

This policy sets forth the terms and conditions of the use of any credit cards issued in the name of the organization.

### **DEFINITIONS:**

Employee: Any person, indeterminate, term, elected, casual or contracted by the Deh Cho Land Use Planning Committee.

Employer: The Deh Cho Land Use Planning Committee

Credit Card: Any credit card issued to the Deh Cho Land Use Planning Committee.

### **PROCEDURES**

1. Authorized Officers, Board members, the Executive Director or its designates in an acting pay capacity may use DCLUPC credit cards.
2. Employees utilizing credit cards must receive preauthorization from an authorized officer. The use of company credit cards will be limited exclusively for goods or services purchased on behalf of Deh Cho Land Use Planning Committee and to purchase goods or services for the Deh Cho Land Use Planning Committee from a business which does not accept DCLUPC Purchase Orders.
3. Under no circumstances will an employee be allowed to use a Deh Cho Land Use Planning Committee credit card for personal use.
4. Use of a DCLUPC credit card for personal use must be reported to the Board and will result in disciplinary action.