



**Canadian Deaf Sports Association
Policy Manual – Policy #40-00, Human Resources Policies**

Updated on March 4, 2023

- Elimination of former clause 5 (discrimination) and
- Revision No. 18, No. 28, No. 36, No. 41, No. 55)

Table of Contents

	PAGE
CONTEXT	
• Purpose	03
• Scope	03
• Probation	03
• Management Rights	03
• Hours of Work	03
• Time Off in Lieu of Overtime Payments	03-04
LEAVE ENTITLEMENTS	
• Vacation Leave	04
• Statutory Holiday	04-05
• Leave of Absence with pay	05
• Bereavement Leave	05
• Jury Duty	05
• Maternity Leave	05
• Paternal Leave	05
• Enrichment Leave	05
• Sick Leave	05
COMPENSATION	
• Annual work plans	
• Performance Review	06
• Salaries	06
• Salary Bonuses	06
BENEFITS	
• Health & Insurance	06
• Professional Development	06
• Fitness	06
EXPENSES ALLOWANCES	
• For Out of Town Assignments	
• Local Weekend Word	06-07
• Automobile Allowance	07
• Hospitality	07
• Conflict of Interest and Confidentiality	07
• Resignation and Termination	07
• Policy evaluation and review	07

Canadian Deaf Sports Association
Policy Number #40 - Staff Policy and Procedures

Revised by the Human Resources Committee
and approved by the CDSA Board on March 4, 2023

Purpose

1. The purpose of this policy is to recognize and promote the utmost cooperation between the Canadian Deaf Sports Association and its employees, in all matters relating to the employees.

Scope

2. This policy shall apply to all individuals hired as employees of the Canadian Deaf Sport Association. This does not include individuals paid on a fee for service basis. (i.e. contractors).

Probation

3. All employees shall serve a probationary period of six months beginning the date of signing of their contract. During this period, employees can be terminated with 5 working days notice.

Management Rights

4. All employees recognize that it is the responsibility and the right of the Canadian Deaf Sport Association, here after called the employer, to:
 - Administer the affairs of the CDSA efficiently and effectively and in the interests of the membership
 - Maintain order, discipline and efficiency
 - Create positions as necessary
 - Hire, transfer and promote employees, as the employer deems appropriate
 - Demote, suspend, discharge or otherwise discipline employees subject to the Labour Laws—of the Employee's province of residence.

Hours of Work

5. The hours of operation of the Canadian Deaf Sports Association office are 8:00 A.M. - 4:30 P.M (EST), Monday through Friday. The employee shall work 7.5 hours per day or 37.5 hours per week. As per negotiations with the Executive Director, hours may be flexible.
6. The employee may adjust their hours outside of the regular hours of operation if it should be necessary. This adjustment shall be negotiated with the Executive Director in advance. It is recognized that employees may have to work late from time to time, and that is considered a recognized component of a salaried professional employee.

Lunch/Breaks - All CDSA employees are entitled to 1 hour for lunch and two 15 minute breaks a day (one in the morning and one in the afternoon)

Time Off in Lieu of Overtime Payments

7. Resulting from the fact that CDSA employees work with volunteers who may only be available evenings and on weekends, it is often necessary for the employees to work at these times. Given the circumstances, it is also recognized that staff should have the opportunity to maintain as normal a life style as possible. All Overtime MUST be pre-approved by Executive Director or it will not be recognized.
8. Time off in lieu of overtime payment shall be granted for attendance at evening and weekend events on an equal time basis.
9. It is recommended that time off be taken during the week immediately following the event at which the overtime was worked, if workload permits, in order to avoid excessive accumulation of overtime. The scheduling of time off in lieu of overtime will be negotiated between the Executive Director and the employee.

10. An example of time off calculation follows: if an employee attends a two-day weekend meeting, he/she will be eligible to take two days off. (Saturday 7.5 hours + Sunday 7.5 hours = 15.0 hours of overtime or 2 working days off).
11. No more than 5 days accumulated overtime may be carried over from one fiscal year to the next.
12. Upon separation, remuneration for unused accumulated overtime shall be paid, up to a maximum of 10 working days. Remuneration shall be at the rate that was in effect at the time the overtime was accumulated.

Leave Entitlements

Vacation Leave

13. All staff members who have completed their probationary period shall earn and be granted annual vacation leave with pay as follows:
 - 15 days per year, which is earned at the rate of one and one and one-quarter days for each calendar month in which the employee has received at least 15 days pay and the employee has completed less than 4 years of employment
 - 18 days per year, which is earned at the rate of one and one and one-half days for each calendar month in which the employee has received at least 15 days pay and the employee has completed 4 years but less than 6 years of continuous employment
 - 20 days per year, which is earned at the rate of one and one and two-thirds days for each calendar month in which the employee has received at least 15 days pay and the employee has completed 6 years
14. Vacation may be requested at any time during the fiscal year, bearing in mind the particular work demands of the season. All vacation requests will be submitted and pre-approved by the Executive Director. Vacation slips must be signed off prior to taking the vacation time off.
15. The employer encourages staff to take vacation leave in one week increments and use the entire portion of their vacation leave entitlements before the end of the fiscal year. However annual leave may be taken in one-day increments, if the employee so desires.
16. No more than five vacation days per year can be carried over into the next fiscal year, in order to encourage employees to take their vacation. The Executive Director will however, consider special circumstances and the request to carry over more vacation leave into the next year.

This request must be made in writing 60 days before the end of the fiscal year in which the leave was accumulated. The maximum amount of carry over ever considered in these circumstances will be one half of the employee's entitlement for that year.
17. After one year of continuous employment, an employee may draw up to 5 days of the total vacation leave credits he/she will earn in that year.

Statutory Holidays

18. CDSA recognizes eleven days in each calendar year as paid statutory holidays. (on the day or following Monday, as announced by the Executive Director). They are:
 - New Year's Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day
 - Labour Day
 - National Day for Truth and Reconciliation
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
 - Boxing Day
 - Statutory holidays in the Employee's province of residence

19. If a holiday falls on a non-working day, the employee shall be given another normal working day off with pay. If a legal holiday falls within employees requested vacation leave period, that day shall not be deducted from the employee's vacation leave entitlements.

Leave of Absence with pay

20. Leave of absence with pay, not exceeding 3 days in any one case, will be granted to an employee for serious accident in the immediate family, or other emergency situations as approved by the Director General as set out by the Board of Directors.

Bereavement Leave

21. Leave with pay, not exceeding 5 days in any one case will be granted to an employee for death on an immediate family member.
22. For the purpose of this leave entitlement, immediate family member is defined as: the employee's father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, grandchild, grandparent and legal guardian until the employee's age of majority.
23. "Spouse" shall mean the legally married spouse of the employee or a person of either sex who has living in co-habitation with the employee in a common law relationship for more than one year.
24. "Child" shall mean the issue of the employee and/or his or her spouse, or one formally adopted by the employee or spouse, or a legal ward, or the child of the common-law spouse as described above.

Jury Duty

25. Time off without loss of pay up to a maximum of 2 weeks shall be granted to an employee who is called for jury duty.

Maternity Leave

26. After thirteen weeks of employment an employee may take a leave of absence without pay if she wishes to return to the staff. This leave shall normally start within six weeks prior to the expected date of birth and continue for a fifty (50) week period. If she returns within the fifty (50) weeks the employee shall be able to return to the same or equivalent position.

Paternal Leave

27. After thirteen weeks of employment an employee may take up to eighteen weeks of parental leave, without pay if s/he wishes to return to the staff. This leave must commence no later than thirty-five weeks after the child comes home, and must be completed within fifty-three weeks after the child comes home. If s/he returns within this period, the employee shall be able to return to the same or an equivalent position.

Enrichment Leave

28. After four years of employment, employees shall be eligible to apply for an unpaid leave of absence. This leave may be used for educational or other enriching purposes. The Board (or Executive Director) shall review the individual circumstances associated with each request, and determine whether to grant the leave, and under what conditions. The maximum term of the leave shall be twelve months.

Sick Leave

29. An employee shall be granted up to 10 sick leave days per year with pay. (After probationary period is complete)
30. If the employee is absent for a continuous period of more than three working days a medical certificate is required by the CDSA. After the tenth working day of sick leave an employee may apply for salary entitlements from the Employment Insurance plan of Canada.
31. During any of the above leaves the staff person retains any sick leave and vacation credit accumulated prior to the leave.
32. Employees shall record extra time/days worked and all leave days on their leave report and submit this to the Director General on a monthly basis.
33. The CDSA will grant each employee a paid mental health day 2 times a year to allow the employee to recharge or re-group after a condensed, busy period of time (i.e. post-games, post-audit etc)

Compensation

Annual work plans

34. A work plan that reflects the employee's job description, area of program activities for the year, and are related to the CDSA's priorities and objectives, shall be developed by the employee and approved by the employee's supervisor each year. This will serve as the benchmark for the employee's annual review.

Performance Review

35. A performance review for each staff person shall take place once a year (one the anniversary date of their hire). The review will be based on the accomplishments of the employee's work plan, feedback from the employee's peers and from the Board of Directors who interface with the employee.

Salaries

36. Upon completion of a satisfactory performance review, an employee's salary shall be reviewed and negotiated for the next fiscal year. Salary increments will be based on the CDSA Salary Grid which incorporates a Cost of living adjustment – COLA - (based on the Government of Canada's annualized core cost of living index, set as of the January prior to the review), and an seven (7) step pay range for their position as set out by the CDSA. This range will be set for each job within the CDSA, based on the responsibilities set out in the job descriptions.

Salary Bonuses

37. When the employee has performed above their job description and it has been reflected in an exceptional annual performance review, a discretionary percentage bonus may be awarded. The Executive Director will make this decision and advise the Board of Directors. For the Executive Director position, the Executive Committee will make the decision and advise the Board of Directors.
38. Staff may have the opportunity to negotiate alternate compensation benefits in lieu of salary increases if they so choose. The value of the alternate benefits shall equal the dollar value of the normal increase they are eligible for. For instance, a staff member may choose to negotiate some extra holiday time rather than the salary increase.

Benefits

Health & Insurance

- 40 The CDSA shall contribute, on the employee's behalf, 50% of the single person rate to an approved plan that includes medical coverage, dental insurance, life insurance and short and long term disability insurance.

Professional Development

- 41 Professional development is encouraged. Based upon the performance appraisals of the employee, the Executive Director shall identify training opportunities of mutual benefit to CDSA and the employees.

Fitness

- 42 CDSA recognizes that employee fitness contributes to productivity and is an important element of human resource management. As such CDSA will contribute 50% of the share of employee membership in a fitness club, or equivalent, up to an annual maximum contribution of 400 \$ annually.

Expense Allowances

For Out of Town Assignments

- 43 Staff travel expenses are paid by the CDSA.
- 44 Transportation will be by which ever means is necessary. This may include: economy or seat sale plane fare, train or bus fare, airport transportation, taxi or rental car.
- 45 Accommodation will be paid in full by the CDSA.
- 46 Meal allowances will be in accordance with the scale set out by the CDSA at the time of travel and in accordance with its expense reimbursement policy.

